Figure 6.5 • *Reflection Tool: The Clear Communication Check*

Step 1: Select and Name a Recent Communication

Choose one specific communication from the past two weeks (e.g., staff meeting message, email update, PLC guidance, coaching conversation).

Name the communication:

How was it delivered? (email, meeting, video, etc.)

What was the intended message or action?

What outcomes or responses did you notice? (e.g., questions, confusion, alignment, uneven follow-through)

Coherence connection: As you reflect, consider whether this communication strengthened shared meaning and reinforced your focused priorities or inadvertently introduced competing signals.

Step 2: Reflect and Gather Evidence

Dimension	Reflective Prompt	What evidence supports your answer?
Timing and Intent	Did I communicate at a moment when my team most needed direction or reassurance? What was my intended impact on our shared priorities?	
Clarity and Simplicity	Could educators easily explain what I was asking them to do next in relation to our North Star goals? Where might my message have added cognitive load?	
Consistency and Transparency	Did this message reinforce our core priorities and aligned supports, or might staff have heard mixed signals?	
Genuine Engagement	Where did I create space for two-way dialogue and educator voice to build shared meaning? Who may still feel outside the conversation?	
Responsiveness to Context	How well did this communication acknowledge current pressures and support disciplined follow-through?	

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Step 3: Identify One High-Leverage Adjustment

One communication move I will strengthen this month to improve coherence is:

Coherence grows when communication consistently reinforces focused priorities, aligned supports, shared meaning, and disciplined follow-through. What leaders say matters, but what educators can clearly explain and confidently act on is the true signal that coherence is taking hold.

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