



## **Team Time Planning**

*Because every district is unique, you will use team time differently. By using this checklist to plan your team time, you will be able to maximize the time together toward purposeful ends.*

- ☐ We have clear, attainable outcomes.
- ☐ We know what resources we need.
- ☐ We know what process(es) we will use to reach our outcomes.
- ☐ We have clear roles for team members during our time.

*Some teams appreciate having an agenda template for their work. You can use this template, if it is helpful to you.*

### **Outcomes:**

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### **Agenda**

<b>Time</b>	<b>Agenda Item</b>	<b>Resources / Process</b>

### **Roles:**

Facilitator(s):

Notetaker:

Timekeeper: