

WORKBOOK FOR WEEKS 1-20



Use this workbook to guide your progress as you **PLAN, DO, STUDY** and **GROW**.

This is your personal workbook. Each member of your team must keep an up-to-date personal workbook.

Create together, compare notes and stay on the same page.

Name: _____

School Year: _____

WORKBOOK FOR WEEKS 1-5



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LEADERSHIP CYCLE

PLAN.DO.STUDY.GROW

Welcome to Week 01 of the Believe In You Leadership Journey. During this time your team will be following the Believe In You Leadership Cycle. There are 4 components of this cycle: **plan, do, study, grow**. Each workbook that you'll use will guide you through 5 weeks and focus on 1 component of the cycle. In this first workbook, you will build your team and begin the planning process.

THIS WORKBOOK: 01 PLAN

THIS WEEK: ACTIVATE A TEAM

There are 5 characteristics of highly successful teams.

1) Trust; 2) Communication; 3) Commitment; 4) Accountability; 5) Focus

This week you will form your team and work together to begin growing team culture around these characteristics. Discuss each characteristic using team discussion questions and then complete the team introduction pages.

Return to these pages throughout the program to inform, motivate and inspire teamwork.



01 Plan

Activate a Team
Set Team Goals
Create Action Maps



02 Do

Follow the Map
Collect Outcome Data



03 Study

Organize Data
Analyze Results
Make Adjustments



04 Grow

Refine
Refocus
Repeat

This is the Believe In You PDSG Leadership Cycle.

For more information visit:
www.BelieveInYou.com

5 CHARACTERISTICS OF HIGHLY SUCCESSFUL TEAMS



TEAM DISCUSSION QUESTIONS

Use the 5 sets of questions below to start meaningful conversations with your team.

Take turns as the conversation leader, with one teammate asking all 3 questions from a set. Don't write down answers or take notes. Instead, engage with your teammates, actively listen, and contribute respectfully and honestly. After talking through the 3 questions in a set, pass the leader responsibility to a new teammate and begin with a new set.

Set 1 Trust

- Q1: What is trust and why is trust an important part of being a team?
- Q2: What does it look like and sound like when you are open to trusting others?
- Q3: What does it look like and sound like when you are trustworthy?

Set 2 Communication

- Q4: What are different ways that a team can communicate? Why is communication important?
- Q5: What does it mean to be respectfully honest?
- Q6: Why is it important to allow others to speak in a respectfully honest way?

Set 3 Commitment

- Q7: Can you describe what it means to make a commitment to a team?
- Q8: What does it look like and sound like to commit to creating positive team culture?
- Q9: How many actions can you list that show commitment to working toward a team goal?

Set 4 Accountability

- Q10: What is accountability? Can you describe an example of accountability?
- Q11: What does it look like and sound like when a person owns their responsibilities?
- Q12: What does it look like and sound like when a person leads by example? How is that related to accountability?

Set 5 Focus

- Q13: What is focus and how is it related to success?
- Q14: What does it look like and sound like when a person is focused on team results?
- Q15: What does Team > (greater than) Self mean? How can you demonstrate that concept?

TEAM CHARACTERISTICS

FIND GREATNESS TOGETHER

Write the names of your teammates in the space below.

Read the information given for each of the 5 characteristics of successful teams.

Next, briefly answer each question to prepare for a discussion about each characteristic.



Trusting and being trusted means that you're willing to be vulnerable.

It means that you're willing to risk being disappointed or even hurt by someone you trust, and that you understand the importance of protecting the vulnerability of your teammates and friends. That makes you trustworthy.

Use the questions below to help you talk with your teammates in a way that builds mutual trust.

Answer the questions below and then share your answers with your team.

What is one thing that you really like about your current school experience?

What would you like to change about your overall school experience? *(In this school or any other school that you've attended.)* Why would you like to see this change happen?



Communication is essential to the success of any team. Sometimes communication is joyful and fun. Sometimes conversations are important and challenging. Embracing all types of communication will help you be a better teammate and help your team be more successful.

Use the questions below to help you communicate honestly and respectfully with your teammates.

Answer the questions below and then share your answers with your team.

What is one way that you can contribute positively to the team's success?

What is one thing that your teammates can do to help you feel like a contributing member of the team?



A commitment is an expressed dedication of your time and talents toward a goal or the completion of a task. Teammates must take their commitments seriously and share in the work required for success.

Use the questions below to help you talk with your teammates in a way that demonstrates your commitment.

Answer the questions below and then share your answers with your team.

This team is making a commitment to improving our school community. Why is making a commitment important to you? *(Give specific reasons and examples.)*

What are you willing to do daily and weekly that will demonstrate your commitment to the team's success?



Holding yourself accountable means that you acknowledge a duty to your team and accept responsibility for making a personal contribution to the team's progress.

Use the questions below to help you talk with your teammates about holding each other accountable for responsibilities.

Answer the questions below and then share your answers with your team.

What is one way that you could celebrate the contributions of your teammates?

Write one or two sentences that you could use to begin a conversation with a teammate who has missed a commitment deadline on their team responsibilities.



The ability to focus on results is the difference between successful teams and teams that struggle. Setting clear goals is one important step in finding focus. As your team prepares to set goals for this leadership experience, think about ways that you can help keep everyone on track and working toward success.

Use the questions below to focus everyone's attention on team results.

Answer the questions below and then share your answers with your team.

What can you do during this project to celebrate the effort and progress of your team?

How can you lead by example with respect to focusing on team results rather than personal achievement?

SET TEAM GOALS

USING GREAT GOALS

Welcome to Week 02 of the Believe In You Leadership Journey. It's time to learn about GREAT Goals and how they can help your team find focus and plan for success. There are 5 steps to creating a great goal. 1) Give the goal a name. This makes it real and helps you describe it to others. 2) Describe the reason you want to accomplish this goal. This is your WHY. It will help you convince others to help and support your efforts. 3) Summarize the efforts that will be required to reach this goal. This should include short-, medium-, and long-term actions. 4) List your accountability team. This is everyone who will be responsible for the work that will need to be done. 5) Map out a timeline for results. This should match your the efforts outlined in step 3.

THIS WORKBOOK: 01 PLAN

THIS WEEK: SET A TEAM GOAL

On this week's pages, your team will describe a problem that you want to solve in 10 weeks. From there, you'll create a working draft of a GREAT Goal that will help you implement a solution. This process will define your entire project. Communicate clearly and stay focused.

GREAT



Goal
Name



Reason for
the Goal



Efforts
Required



Accountability
Team



Timeline
for Results

USING GREAT GOALS

COMMITMENT | ACCOUNTABILITY | FOCUS

You've discovered a problem that your team wants to solve - **GREAT!** Now it's time to create a goal to help you solve that problem - a GREAT Goal. Work as a team to complete the GREAT Goal process on this page and the next. Be sure that everyone on your team records this work in their own workbook. The information will be the same - make sure everyone records the process accurately. Doing this work will ensure that everyone is literally on the same page.



**Goal
Name**

GIVE THE GOAL A NAME

In the space below, describe your goal in 5 words or less. Congratulations! This simple statement is your goal's name.

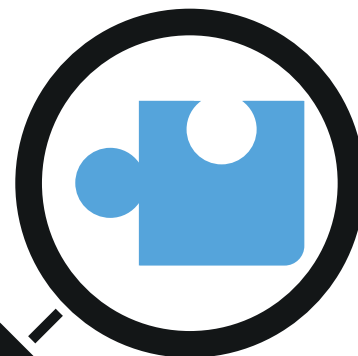


**Reason for
the Goal**

DESCRIBE THE REASON FOR THIS GOAL

A GREAT goal has a "why" that gives it purpose and direction. As a team, discuss 1 important reason for working toward this goal. Then, write a summary statement below.

Problem solvers look for solutions that will make an impact.



PROBLEM DISCOVERY QUESTIONS

Use the questions below to guide a group discovery session and identify the problem to be solved.

Set 1 Problem Inventory

- Q1:** Can we brainstorm a list of problems that our leadership team can solve together during this program?
- Q2:** Can we rank these problems from largest to smallest?
- Q3:** Can we identify two problems from this list that our leadership team would be most likely to solve in the time that we have together?
- Q4:** Of the two problem identified, which problem has a solution that would have the biggest and most positive impact on our school community?

Set 2 Solution Inventory

- Q5:** Can we make a list of all possible solutions to this problem? (Think big picture here, don't worry about the details of how the solution will happen - that comes later)
- Q6:** For each possible solution, how likely is it that this solution will eliminate or solve the problem we've chosen? Rank each solution from 1 to 5 (1 is unlikely, 5 is very likely).
- Q7:** Can we choose two solutions that are the most likely to help solve the problem we've identified? (This needs to be a group consensus.)
- Q8:** Will the solutions that we've identified create any new problems? If so, what and why?
- Q9:** Why hasn't anyone already solved this problem using these solutions?

Set 3 Commitment Inventory

- Q10:** As a member of this team, are each of us committed to solving this problem through collaboration and creativity?
- Q11:** If someone asked you why you want to solve this problem, what would you say?



Efforts Required

DESCRIBE THE EFFORTS REQUIRED TO REACH THIS GOAL

How will your team achieve the goal? Discuss and list the 4 most important steps that your team will take today, tomorrow, next week, and beyond.

Today:

Tomorrow:

Next Week:

Beyond Next Week:



Accountability Team

LIST YOUR ACCOUNTABILITY TEAM

In this space, list the people you will share your goal with. Start by listing your immediate team. Then, add a few people that will support your team's efforts.



Timeline for Results

MAP OUT A TIMELINE FOR RESULTS

Today is the starting point – write today's date below. Next, set a finish line and then add the efforts listed above in order on a timeline with approximate dates for completion. You'll expand this work next week.

Start with Today's Date:

List Efforts with Dates:

Finish Date:

UNLOCK GOALS WITH KEY RESULTS

Welcome to Week 03 of the Believe In You Leadership Journey. It's time to learn unlock your GREAT Goal using Key Results.

Key Results measure the progress you're making toward your goal. They're like mile markers along the highway - they tell you how close you are to your destination.

To be effective, Key Results must be measurable and have a deadline. In other words, they must describe exactly what success looks like and give an exact date that they will be complete.

When you get to the date chosen, you'll look at a key result and compare your progress with the measurable outcome that you've assigned. If you accomplished the outcome - it's time to focus on the next Key Result. If you didn't quite make it there - figure out what needs to happen and quickly focus on making it happen. Ask for help when you need it.

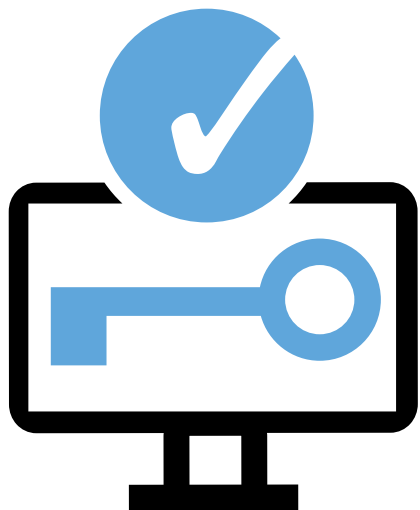
THIS WORKBOOK: 01 PLAN

THIS WEEK: DEFINE KEY RESULTS

Example of a Key Result: We will *collect 75 student surveys* by October 1st.

Collecting 75 student surveys is the *outcome*. October 1st is the specific deadline. Notice that this Key Result statement doesn't give details about how this will happen - that's the work your team will do during the Action Mapping stage of planning.

Okay - it's now time to unlock your GREAT Goal with Key Results!



Unlock Goals

Identify Key Results

Great teams stay focused on **TEAM RESULTS**



KEY RESULTS DISCUSSION QUESTIONS

Use the questions below to guide a group discovery session and identify Key Results. Take important notes as you discuss.

Set 1 Key Result #1

Q1: What is the most important thing that has to be accomplished in the first week of our project work? Discuss why it is the most important.

Q2: How can we write that as a measurable outcome?

Q3: What is the deadline for that outcome?

Set 2 Key Results #2 & #3

Q4: What are the next two things that will need to be accomplished in weeks 2 through 5? Discuss why each of those things is important.

Q5: How can we write each of those as measurable outcomes?

Q6: What are the deadlines for those outcomes?

Set 3 Key Results #4 & #5

Q7: In the second half of our project work, what are two things that need to be done before we enter the final week of our work? Discuss why.

Q8: How can we write each of those as measurable outcomes?

Q9: What are the deadlines for those outcomes?

Set 4 Key Result #6

Q10: What is the final Key Result that must be accomplished in order to reach our GREAT Goal?

Q11: How can we write that as a measurable outcome?

Q12: What is the deadline for that outcome?

UNLOCK GOALS

PAY ATTENTION TO TEAM RESULTS

It's time to make your Key Results official. Use the next two pages to write 6 key results that are measurable and have specific deadlines. Note, Key Results 2, 3, 4 and 5 will require your team to multitask and the work and deadlines might overlap - that's okay.



Key Result #1 This outcome will be met during the first week of our work.



Key Result #2 This outcome will be met before the end of week 5.



Key Result #3 This outcome will be met before the end of week 5.



Key Result #4 This outcome will be met before the end of week 9.



Key Result #5 This outcome will be met before the end of week 9.



Key Result #6 This outcome will be met during week 10.

ACTION MAPS

SHOW THE WAY

Welcome to Week 04 of the Believe In You Leadership Journey. This week we will use our Key Results as dropped pins on our map and then identify the actions that will be required to travel to each pin.

The best action maps include essential tasks that will make a meaningful impact on your team's progress. These actions should be clearly described in the simplest possible terms and listed in time order from first to last.

Let's build on our early example of a Key Result and create bulleted action maps that will help us get to that result.

KEY RESULT: We will *collect 75 student surveys* by October 1st.

- ACTION 1: Create student survey.
- ACTION 2: Get permission to distribute survey to students.
- ACTION 3: Set a collection location with a safe drop box for completed surveys.
- ACTION 4: Distribute surveys to students with instructions and a deadline for submission.
- ACTION 5: Remind students and teachers 2 days before deadline.
- ACTION 6: Collect surveys from the drop box.

In this example, there are 6 meaningful actions that must be taken in order to reach the Key Result of *collecting 75 student surveys by October 1st*. As actions are taken, new actions may pop up along the way. That's normal. Take the actions needed, follow the map, and help your team reach the destination.

THIS WORKBOOK: 01 PLAN

THIS WEEK: CREATE AN ACTION MAP



Reach Great Goals

Create an Action Map

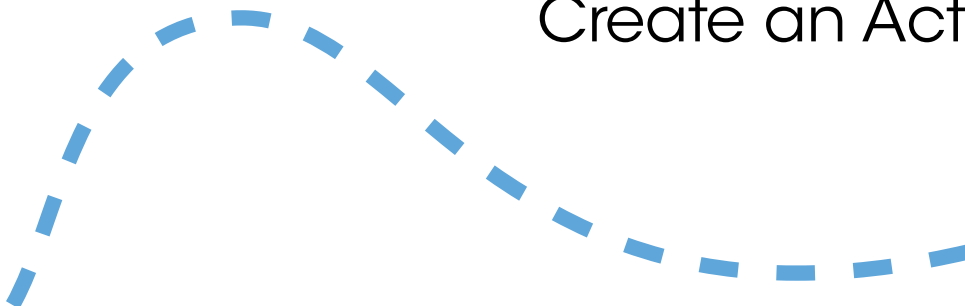
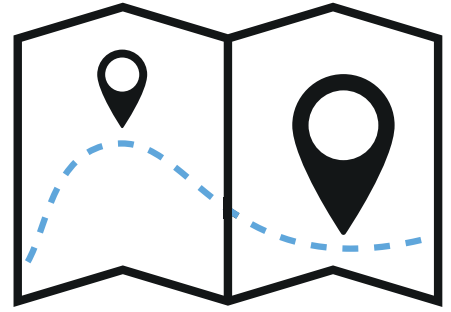


Chart a course. Follow direction.

USE THE MAP!



ACTION MAP DISCUSSION QUESTIONS

Use the questions below to guide a group discovery session before building your action map. Take important notes as you discuss.

Set 1 Key Result #1

Q1: What are the two most important actions needed to accomplish Key Result #1?

Q2: What other actions will be needed?

Set 2 Key Result #2

Q3: What are the two most important actions needed to accomplish Key Result #2?

Q4: What other actions will be needed?

Set 3 Key Result #3

Q5: What are the two most important actions needed to accomplish Key Result #3?

Q6: What other actions will be needed?

Set 4 Key Result #4

Q7: What are the two most important actions needed to accomplish Key Result #4?

Q8: What other actions will be needed?

Set 5 Key Result #5

Q9: What are the two most important actions needed to accomplish Key Result #5?

Q10: What other actions will be needed?

Set 6 Key Result #6

Q11: What are the two most important actions needed to accomplish Key Result #6?

Q12: What other actions will be needed?

ACTION MAPPING

BE ACCOUNTABLE TO EACH OTHER

It's time to create a bulleted action map for each key result. On the next two pages you will write in the team's key results. Under each result, list the actions needed in time order from first to last. This simple bulleted list is your action map.

Actions for Key Result #1 In order from first to last, list the actions needed.



Actions for Key Result #2 In order from first to last, list the actions needed.



Actions for Key Result #3 In order from first to last, list the actions needed.



Actions for Key Result #4 In order from first to last, list the actions needed.



Actions for Key Result #5 In order from first to last, list the actions needed.



Actions for Key Result #6 In order from first to last, list the actions needed.



TAKING ACTION LEAD BY EXAMPLE

Welcome to Week 05 of the Believe In You Leadership Journey. It's time to assign responsibilities for each key result.

Great leaders lead by example. In this section, every team member will be given specific action responsibilities. This is a perfect opportunity for you to demonstrate leadership by showing commitment, holding yourself accountable, and staying focused on team results. Along the way you'll have to trust yourself and your teammates, and communicate openly and honestly. GO BE GREAT!

THIS WORKBOOK: 01 PLAN

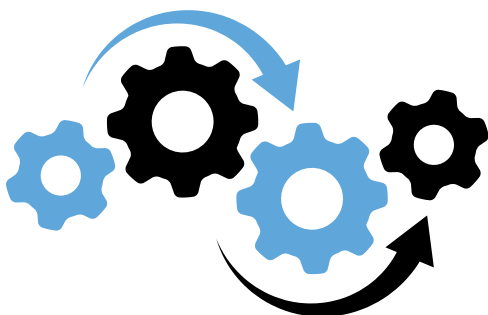
THIS WEEK: ASSIGN RESPONSIBILITIES

During the team discussion this week, you'll talk about assigning actions based on access to the resources needed to successfully complete an action on your action map. Resources required might include things like time, relationships with people who can assist your team, unique knowledge or skills required, or access to materials or tools needed. This list could be much longer – but the point is that it's time to think about how each teammate can make a unique contribution to the team's success.

At the end of the team discussion, the process for completing this step is straightforward. Rewrite the Action Map for each Key Result, then list teammates' names next to each action. Our example would look like this:

KEY RESULT: We will *collect 75 student surveys* by October 1st.

- ACTION 1: **(Kendra and Bobby)** Create student survey.
- ACTION 2: **(Andrew)** Get permission to distribute survey to students.
- ACTION 3: **(Entire Team)** Set a collection location with a safe drop box for completed surveys.
- ACTION 4: **(Entire Team)** Distribute surveys to students with instructions and a deadline for submission.
- ACTION 5: **(Gina & Sam)** Remind students and teachers 2 days before deadline.
- ACTION 6: **(Kendra and Bobby)** Collect surveys from the drop box.



Set Team Goals

Assign Responsibilities

Show Commitment. Stay Focused.

IT'S TIME TO TAKE ACTION



ASSIGNING RESPONSIBILITIES DISCUSSION QUESTIONS

Use the questions below to guide a group discovery session before finalizing teammate responsibilities. Take important notes as you discuss.

Set 1 Key Result #1

Q1: What resources are needed for the actions on this map to be successfully completed?

Q2: Who on our team has access to some or all of those resources?

Set 2 Key Result #2

Q3: What resources are needed for the actions on this map to be successfully completed?

Q4: Who on our team has access to some or all of those resources?

Set 3 Key Result #3

Q5: What resources are needed for the actions on this map to be successfully completed?

Q6: Who on our team has access to some or all of those resources?

Set 4 Key Result #4

Q7: What resources are needed for the actions on this map to be successfully completed?

Q8: Who on our team has access to some or all of those resources?

Set 5 Key Result #5

Q9: What resources are needed for the actions on this map to be successfully completed?

Q10: Who on our team has access to some or all of those resources?

Set 6 Key Result #6

Q11: What resources are needed for the actions on this map to be successfully completed?

Q12: Who on our team has access to some or all of those resources?

BELIEVE IN YOU

TEAM ASSIGNMENTS

FOLLOW THE MAP TO GREATNESS

It's time to assign actions to each teammate. Rewrite the Action Map for each Key Result, then list teammates' names next to each action. Each member of the team must have the same Action Map and Team Assignments written in their workbook.

Team Action Assignments for Key Result #1 Copy actions from week 4.
Assign each action to a teammate by writing names next to each item.



Team Action Assignments for Key Result #2 Copy actions from week 4.
Assign each action to a teammate by writing names next to each item.



Team Action Assignments for Key Result #3 Copy actions from week 4.
Assign each action to a teammate by writing names next to each item.



Team Action Assignments for Key Result #4 Copy actions from week 4.
Assign each action to a teammate by writing names next to each item.



Team Action Assignments for Key Result #5 Copy actions from week 4.
Assign each action to a teammate by writing names next to each item.



Team Action Assignments for Key Result #6 Copy actions from week 4.
Assign each action to a teammate by writing names next to each item.





LEADERSHIP CYCLE GUIDE

WORKBOOK FOR WEEKS 6-10



Use this workbook to guide your progress as you
PLAN, **DO**, STUDY and GROW.

This is your personal workbook.
Each member of your team must keep an
up-to-date personal workbook.

Create together, compare notes and stay on the same page.

Name: _____

School Year: _____

BELIEVE IN YOU

LEADERSHIP CYCLE

FOLLOW THE PLAN - DO

Welcome to Week 06 of the Believe In You Leadership Journey! It's time to take action! You and your teammates have spent the last 5 weeks planning your work, creating action plans, and becoming an unstoppable team. As you jump into action it will be important to continue to visualize what success looks like.

THIS WORKBOOK: 02 DO **THIS WEEK:** FOLLOW THE PLAN WHILE YOU VISUALIZE SUCCESS.

Follow these 3 steps to define what winning looks like for you and your team.

- 1) **Understand your goal.** In the GREAT Goal process you gave your goal a name and you described a reason for your goal. Reflect on both of those statements and in your mind, practice explaining your goal and your team's why to someone else.
- 2) **Picture yourself making progress.** Now that you can clearly explain your goal, close your eyes and imagine yourself successfully completing your first key result. Imagine working toward that success and overcoming a challenging task.
- 3) **Believe In YOU!** Reaching an important goal will take time and you will experience setbacks and obstacles. That's true for every single person who has accomplished challenging and worthwhile goals. Your journey is a path to your personal greatness. Believe in yourself!



01 Plan

Activate a Team
Set Team Goals
Create Action Maps



02 Do

Follow the Map
Collect Outcome Data



03 Study

Organize Data
Analyze Results
Make Adjustments



04 Grow

Refine
Refocus
Repeat

This is the Believe In You PDSG Leadership Cycle.

For more information visit:
www.BelieveInYou.com

**“If my mind can conceive it, and
my heart can believe it – then I can
achieve it.”**

– Muhammad Ali.



TEAM DISCUSSION QUESTIONS

Use the 5 sets of questions below to start meaningful conversations with your team.

Take turns as the conversation leader, with one teammate asking all 3 questions from a set. Don't write down answers or take notes. Instead, engage with your teammates, actively listen, and contribute respectfully and honestly. After talking through the questions in a set, pass the leader responsibility to a new teammate and begin with a new set.

Set 1 Our Goal's Name

Q1: Is our goal easy to understand? What words would help clarify our description?

Q2: Have you discussed our goal with anyone outside of our team? If so, what questions did they have and how did you respond?

Q3: Can we each think of someone who currently doesn't know about our goal, but might be interested in supporting our effort?

Set 2 The Reason for our Goal

Q4: Have you discussed the reason for our goal with anyone outside of our team? If so, what questions did they have and how did you respond?

Q5: Has the reason for our goal evolved for you since we wrote our GREAT Goal statements? If so, how has it evolved?

Q6: What is helping motivate you as you pursue progress toward our goal?

Set 3 Make Progress Toward Success

Q7: What is 1 thing that you are going to do in the next 24 hours in an effort to make progress toward our goal?

Q8: What are 2 things that you are planning to do in the next week?

Q9: What is 1 thing that you need support or help with?

Set 4 Overcoming Challenges

Q10: Have you faced any challenges while working to make progress? If so, what?

Q11: What is 1 strategy that you will try as you work to overcome a challenge?

Q12: How is overcoming a challenge related to personal and team integrity?

Set 5 BELIEVE IN OUR TEAM!

Q13: What is the potential positive impact of our team's efforts on our school?

Q14: What are our team's best qualities? What is one thing that you like about our team?

Q15: What is one thing that you can do (or keep doing) to make our team reach its full potential?

VISUALIZE SUCCESS!

SEE WHAT YOU WANT TO BE

Prepare for success with planned visualization. In many important ways, your brain doesn't know the difference between imagined practice and real-life practice. Take advantage of that neuroscience by making purposeful visualization a part of your daily routine.

Read the information given for each of the 4 tips for effective visualization.
Then, briefly answer each question to prepare for a group discussion.



[MAKE TIME]

Make the time to visualize your success.

One of the best times to visualize is right before you go to bed. Take 10 minutes right after your head hits the pillow to purposefully visualize your success.

Pretend you're in an inspiring movie that ends with a you and your team reaching your goal. Rewind any challenging scenes. Make them successful and play them on repeat!

Write a simple "I will" statement that looks like this:

Every night, I will take 10 minutes before I go to sleep to visualize myself successfully (insert action here)...



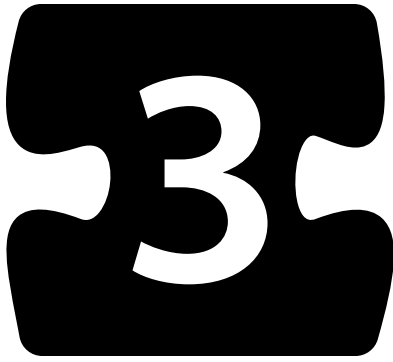
[LIST DETAILS]

While you're visualizing your success, create a mental list of everything you see and hear, as well as the emotions that you feel.

As you focus on sensory images, your mind and body will make important connections that can help you be successful in the future.

Make a list of things you might see, hear and feel as you work toward success.

Make a mental note to begin with these ideas during your purposeful visualizations.



[FEEL THE FEELINGS]

Feel the emotions that come from your success.

Feeling the emotions attached to success tells your brain that true success is possible.

During purposeful visualization, allow your body to feel and experience the emotions you might have before, during, and after your successful actions.

Excitement is a common emotion that people feel when they are successful.

Write 1 or 2 sentences that describe what it's like to be excited after you are successful.



[TACKLE OBSTACLES]

Visualize overcoming possible obstacles.

Don't dwell on everything that could go wrong. However, it is important to prepare for possible obstacles or setbacks.

Think about a common or likely obstacle to your team progress. Next, visualize yourself finding a solution, taking an action and then conquering identified obstacles.

Think of a possible obstacle to your current effort and future success.

Write 1 or 2 sentences that describe how you'd overcome that obstacle.



STEPS TO PURPOSEFUL AND EFFECTIVE VISUALIZATION

Time, Details, Feelings, Obstacles

TAKE ACTION

TRACK PROGRESS

Welcome to Week 07 of the Believe In You Leadership Journey. Taking action toward a goal requires teammates to track the progress that they're making. Tracking progress allows teams to measure outcomes and make any adjustments necessary. One of the most important elements of this process is *integrity*.

THIS WORKBOOK: 02 DO

THIS WEEK: MEASURE OUTCOMES WITH INTEGRITY

Integrity is the quality of being honest with strong moral principles. As you track your progress and then report your work back to your team, it's critical that you're honest about what you're doing (or not doing). This level of integrity will help you and your team get better, work more efficiently, and become successful.

There are two basic tools for tracking and reporting your progress. One is a simple checklist. In many important ways, the action maps that you created with your team can serve as your checklist. However, as you dig in to the work to be done, expand those action maps with additional tasks. When you complete each action or task – check it off the list!

The second basic tool for tracking and reporting progress is a daily or weekly observation log. An observation log is different from a journal in that it reports relevant observations that you collect while completing your tasks. These observations can be used to adjust efforts, request support, and suggest future actions.

The following two pages give you templates for both a checklist and an observation log. Use these tools to track and report your progress.

Progress...



“Progress lies not in enhancing what is, but in advancing toward what will be.”

- Kahlil Gibran



MEASURING OUTCOMES DISCUSSION

Use the questions below to guide a group discussion and talk about tracking progress with integrity.

Set 1 Demonstrating Integrity

Q1: In your own words, what is integrity?

Q2: How would you describe a person with integrity?

Q3: How does a person's integrity affect their performance as a teammate and a leader?

Q4: Think about the characteristics of highly successful teams (covered during week 1). How is integrity related to each of the 5 characteristics (trust, communication, commitment, accountability, focus)?

Set 2 Using a Checklist

Q5: Can you think of a time when you've seen or experienced a checklist in action? How was it used? What it effective? Why or why not?

Q6: How is integrity related to the use of a checklist?

Q7: Do you think that our team will be more or less effective if we use a checklist? Explain.

Set 3 Using an Observation Log

Q8: Can you describe the purpose of an observation log?

Q9: How could an observation log be used with a checklist?

Q10: How could an observation help the team be more successful?

Q11: Can you describe how the team would use an observation log?

Q12: How might a person's integrity affect their use of an observation log?

Q13: How might a team's integrity affect the reaction they have to the data reported on a checklist or observation log?

OBSERVATION LOG

WEEKLY OBSERVATION TEMPLATE



Use this page as a weekly observation log. Record daily observations about your work and the work of your team. Record good practices, fun memories, and areas of improvement that can be reported back to your teammates.

MONDAY, _____

DAY OF THE WEEK	OBSERVATIONS
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	
WEEKLY SUMMARY	

BE PRODUCTIVE WITH ENTHUSIASM

Welcome to Week 08 of the Believe In You Leadership Journey.

Week 08 is the perfect time to focus on being productive with enthusiasm!

Enthusiasm is an energized feeling of enjoyment and interest. People who are enthusiastic are fun to be around and their energy is often contagious.

What makes working toward a team goal fun? A sense of group progress is important for maintaining motivation and optimism, and nothing fuels progress like enthusiasm!

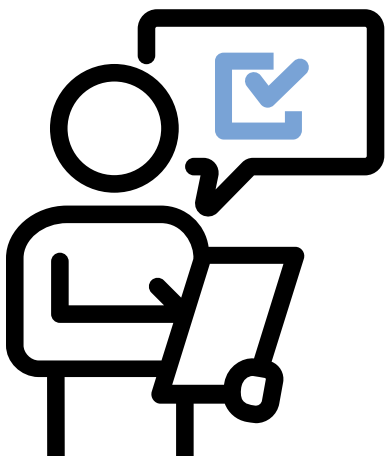
THIS WORKBOOK: 02 DO

THIS WEEK: BE PRODUCTIVE WITH ENTHUSIASM

Legendary basketball coach John Wooden once told his players, "Your energy and enjoyment, drive and dedication, will stimulate and greatly inspire others."

You are a leader with an important role to play for your team. It's time to lead by example and demonstrate that drive and dedication with a positive attitude for every task. Use your checklist and observation log to document progress and positively recognize the achievements of your teammates.

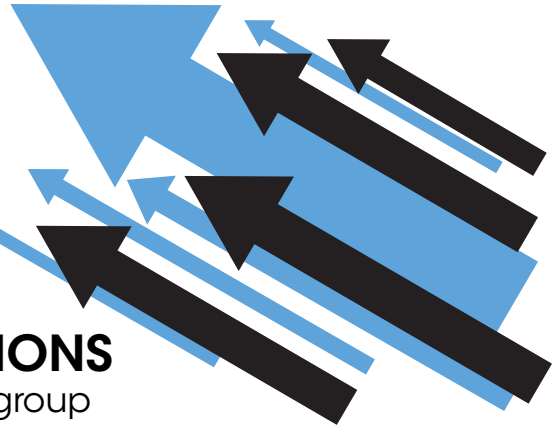
When you observe someone working with enthusiasm, write it down in your observation log and report that back to your team. Create a culture of recognition and celebration. Use the tools in your toolbox and let your own enthusiasm push you forward!



STAY ON TRACK

Use the tools in your toolbox.
Be consistent and use your
checklist and observation log.

Focused Energy Inspires TEAM RESULTS



PRODUCTIVITY DISCUSSION QUESTIONS

Use the questions below to guide an enthusiastic group discussion session. Take important notes as you discuss.

Set 1 Demonstrate Enthusiasm

Q1: What is enthusiasm? What does it look like?

Q2: What teacher, coach or staff member demonstrates enthusiasm on our school campus? Can you give examples of this person's enthusiasm?

Q3: What are some examples of fun from the past few weeks of working toward our team goal?

Set 2 Lead by Example

Q4: Can you explain what the term *Lead by Example* means?

Q5: Can you give examples of how our team has been leading by example over the past two weeks?

Q6: Who else in our school community leads by example? Can we describe details about a time when this person's leadership inspired us?

Set 3 Be Consistent

Q7: What does it mean when a person is consistent?

Q8: How can our checklists and observation logs help us be consistent?

Q9: What other tools do we have that can help us stay consistent while we work toward our goals?

Set 4 Recognize Others

Q10: What does it look like when a team recognizes team members?

Q11: Why is it important to recognize the good work of your teammates?

Q12: What are three ways that we can build a culture of recognition for our team?

OBSERVATION LOG

WEEKLY OBSERVATION TEMPLATE



Use this page as a weekly observation log. Record daily observations about your work and the work of your team. Record good practices, fun memories, and areas of improvement that can be reported back to your teammates.

MONDAY, _____

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MONDAY	
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SATURDAY	
SUNDAY	
WEEKLY SUMMARY	

FIND COURAGE

ANSWER THE CALL

Welcome to Week 09 of the Believe In You Leadership Journey. This week we will focus on combining our enthusiasm with perseverance and courage to generate grit.

Grit is one of the most important elements of success. It's the internal voice of encouragement that allows us to overcome obstacles and break through barriers. Grit is what fuels the important work that is done behind the scenes – away from praise and glory. Grit is what pushes us into the public view when we'd rather hide behind a curtain.

THIS WORKBOOK: 02 DO

THIS WEEK: FIND THE COURAGE TO DEMONSTRATE GRIT

Developing and demonstrating grit requires us to summon courage. Courage is sometimes referred to as a personal quality. Individuals are often *described* as courageous.

In language, courage is an adjective – a descriptor. **In the real world, courage is a choice.** You choose to face your fears in order to do what is right. You choose to overcome personal doubt in order to take a risk for the good of your team. You sacrifice the comfort of the easy road in order to clear a new path for those who follow you. That sacrifice is the embodiment of courage.

It's important to understand is that in order to demonstrate courage you must feel fear, discomfort, and doubt. However, in the face of these things you choose courage.

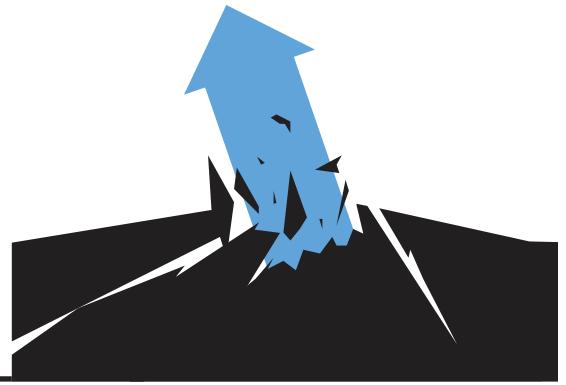


Break Down Obstacles

To Build Strength
of Character

**“If there is no struggle,
there is no progress.”**

- Frederick Douglass



COURAGE & GRIT DISCUSSION QUESTIONS

Use the questions below to guide a group discovery session.

Take important notes as you discuss the concepts of courage and grit.

Set 1 Courage

Q1: In your own words, what is courage?

Q2: Can you think of and describe a time when someone you know acted courageously?

Q3: What made that person's actions courageous?

Q4: Small acts of courage are important ways to develop strength of character. What small acts of courage have our team displayed as we've worked toward our goal?

Set 2 Grit

Q5: Can you think of and describe a time when someone you know demonstrated grit?

Q6: How did their grit help them accomplish something or reach a goal?

Q7: What is perseverance? What does it mean to persevere?

Q8: Why do you think enthusiasm and perseverance combine to create grit? How are these things related?

Set 3 Strength of Character

Q9: What is an obstacle? What is an example of an obstacle we have or might face as we work toward our team goal?

Q10: Character is described as the way a person thinks, feels, and behaves. Using this definition, can you explain how overcoming an obstacle can help a person build strong character?

Q10: How is courage related to character?

OBSERVATION LOG

WEEKLY OBSERVATION TEMPLATE



Use this page as a weekly observation log. Record daily observations about your work and the work of your team. Record good practices, fun memories, and areas of improvement that can be reported back to your teammates.

MONDAY, _____

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MONDAY	
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SUNDAY	
WEEKLY SUMMARY	

PERSONAL POWER LOYALTY TO TEAM

Welcome to Week 10 of the Believe In You Leadership Journey. You've built a strong team and together you've made a lot of progress. Keep up the great work!

Over the past weeks you've demonstrated both power and loyalty. Your actions and words have influenced and inspired members of your team and your community to work toward a common goal. Your words of encouragement have given energy to your teammates. Your perseverance has inspired your classmates as they watch you work to improve your school.

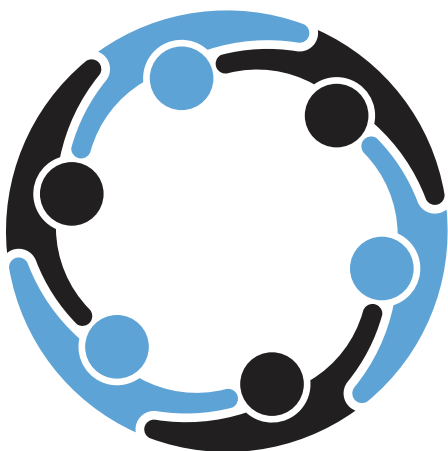
Power is the ability to influence the beliefs, attitudes, and actions of others. Continue to find your power and use it to make your school community a great place to live and learn.

THIS WORKBOOK: 02 DO

THIS WEEK: FIND YOUR POWER AND BE LOYAL TO YOUR TEAM

Loyalty is the quality of being faithful and devoted to a group or cause. Every time that you complete a task and mark off your checklist you are being loyal to your team. Every time that you document ways that you can improve on your observation log you are being loyal to your cause.

Loyalty in many ways can be an act of power. When your teammates see that you are loyal to the group's goal, they believe in the possibility of success and their attitudes and actions become inspired with enthusiasm. You have the power to be a leader, a great teammate, and a person who makes a difference. **Recognize your power and make the most of it.**



TEAM LOYALTY

“The most common way people give up their power is by thinking they don’t have any.”

- Alice Walker



POWER AND LOYALTY DISCUSSION QUESTIONS

Use the questions below to guide a group discovery session.
Take important notes as you discuss the concepts of power and loyalty.

Set 1 Power

- Q1:** In your own words, what is power?
- Q2:** Can you describe a way that a person can use their personal power to make a positive impact in their community?
- Q3:** What are two specific ways that our team can make the most of our power?
- Q4:** Can you discuss what qualities a person should have in order to be a leader who uses power for good purposes?

Set 2 Loyalty

- Q5:** Can you name one person from our community who is loyal to our school? How can you tell that they are loyal?
- Q6:** What are three things that you can do to demonstrate loyalty to our team?
- Q7:** What do you think would happen to a team if none of its members felt a sense of loyalty to one another?
- Q8:** Why is loyalty important to the success of a team or community?

Set 3 Focus on Team Results

- Q9:** Focusing on team results is one of the characteristics of a highly successful team. In three sentences or less, can you describe the results that our team has accomplished so far?
- Q10:** What has been the biggest challenge for our team so far?
- Q11:** What has been the biggest accomplishment of our team?
- Q12:** What are three ways that our team can improve for the next five weeks of the leadership cycle? What must happen for those improvements to be made?

OBSERVATION LOG

WEEKLY OBSERVATION TEMPLATE



Use this page as a weekly observation log. Record daily observations about your work and the work of your team. Record good practices, fun memories, and areas of improvement that can be reported back to your teammates.

MONDAY, _____

DAY OF THE WEEK	OBSERVATIONS
MONDAY	
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SUNDAY	
WEEKLY SUMMARY	

WORKBOOK FOR WEEKS 11-15



Use this workbook to guide your progress as you
PLAN, DO, **STUDY** and GROW.

This is your personal workbook.
Each member of your team must keep an
up-to-date personal workbook.

Create together, compare notes and stay on the same page.

Name: _____

School Year: _____

BELIEVE IN YOU

FOLLOW THE PLAN

WHILE YOU ORGANIZE DATA

Welcome to Week 11 of the Believe In You Leadership Journey! At this stage in the game, you're deep into the good work of improving your school and leaving a positive impact on your community - great job!

Now it's time to multitask. You're going to keep following your plan while you also organize, analyze, and use the information you've been collecting. Staying focused on your team goal and supporting each other as teammates will help make it all happen!

THIS WORKBOOK: 03 STUDY

THIS WEEK: FOLLOW THE PLAN WHILE YOU ORGANIZE DATA

It's time to organize information about what you've accomplished and what you've learned. In addition, focus on these 3 points to keep your team charging forward.

- 1) **Recommit to the reason for your team's GREAT Goal.** Think back to Week Two and revisit your GREAT Goal. Talk with your teammates about the reasons you started on this journey.
- 2) **Trust the process.** Your team has set a goal and created a plan. Allowing yourself to trust the work that you've done will help you focus on the work that's left to do. Organize data, analyze what the data tells you, and use the information wisely. That's the process.
- 3) **Trust your teammates.** There will be good days and days that don't go as well. Uplift your teammates with encouragement when they need it, and let them be there for you too.



01 Plan

Activate a Team
Set Team Goals
Create Action Maps



02 Do

Follow the Map
Collect Outcome Data



03 Study

Organize Data
Analyze Results
Make Adjustments



04 Grow

Refine
Refocus
Repeat

This is the Believe In You PDSG Leadership Cycle.

For more information visit:
www.BelieveInYou.com

“The only limit to your impact is your imagination and commitment.”

– Tony Robbins



TEAM DISCUSSION QUESTIONS

Use the 4 sets of questions below to start meaningful conversations with your team.

Take turns as the conversation leader, with one teammate asking all 3 questions from a set. Don't write down answers or take notes. Instead, engage with your teammates, actively listen, and contribute respectfully and honestly. After talking through the questions in a set, pass the leader responsibility to a new teammate and begin with a new set.

Set 1 The Reason for Our GREAT Goal

Q1: Can you describe the reason for our goal in 5 words or less?

Q2: Has the reason for our goal evolved since we started working together on this leadership project? If it has evolved, why? If it hasn't, why not?

Q3: As you have worked to complete your team responsibilities, what has been your biggest source of motivation? What has inspired your enthusiasm?

Set 2 Learning Along the Way

Q4: What is 1 thing that you've learned about our team since our work started?

Q5: What is 1 thing that you think our team is doing really well as we work together toward reaching our GREAT goal?

Q6: What is 1 adjustment or change that you think would help our team work in a more focused and effective way?

Set 3 Recommit to Reaching Our Goal

Q7: What do you think it means when someone recommits to something – like a goal or a relationship?

Q8: What is 1 specific thing that you can do to demonstrate your commitment to our team and to our GREAT Goal?

Q9: A part of staying committed to a goal is maintaining your enthusiasm and optimism. Now that we've been working as a team for 10 weeks, what is 1 thing that you are optimistic about with respect to the work that we've been doing and will continue to do?

Set 4 From Start to Finish

Q10: One of the key ingredients to successfully reaching a goal is perseverance. In your own words, what is perseverance?

Q11: How has our team demonstrated perseverance over the past 10 weeks?

Q12: What is 1 thing that you can say to your teammates that will encourage them to recommit and refocus on the work that will be needed to reach our goal?

REFLECTION LOG

WEEKLY REFLECTION TEMPLATE



Use this page to reflect on your work. Look back and review observations made in weeks 7 through 10. Then, at the end of week 11, reflect on this week's effort. Focus reflections on things you've learned and things you enjoyed.

PAST WEEK	REFLECTIONS
WEEK 7	What did you learn this week? What did you enjoy this week?
WEEK 8	What did you learn this week? What did you enjoy this week?
WEEK 9	What did you learn this week? What did you enjoy this week?
WEEK 10	What did you learn this week? What did you enjoy this week?
WEEK 11	What did you learn this week? What did you enjoy this week?

**BELIEVE IN
YOU****FOLLOW THE PLAN**
WHILE YOU ANALYZE DATA

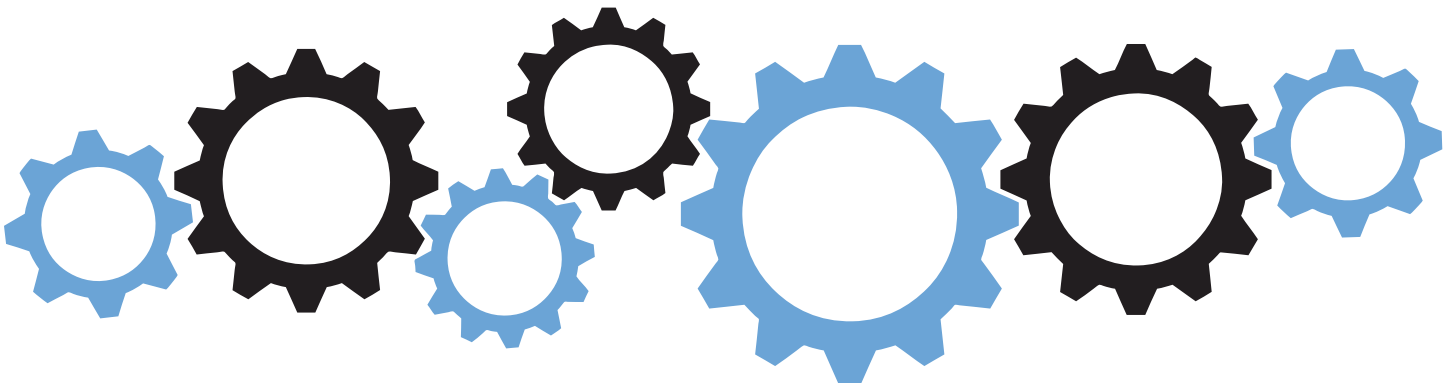
Welcome to Week 12 of the Believe In You Leadership Journey. It's time to start looking at data that's been collected and asking what the information gathered is telling us. To do this effectively it will be important that you focus on two leadership concepts that can help balance the drive to succeed with an understanding that everyone can improve – **greatness and humility.**

THIS WORKBOOK: 03 STUDY **THIS WEEK:** FOLLOW THE PLAN WHILE YOU STUDY RESULTS

Greatness is the quality of being important and accomplished. Every person has greatness inside of them. Becoming a leader unlocks this greatness in unique and important ways as we strive to improve the world around us. True greatness takes many forms, but it always leaves a lasting and positive impact.

Humility is the quality of being free from excessive pride or arrogance. As humans uncover and unlock their greatness there is almost always potential for pride to pollute or even destroy the positive and important accomplishments of any leader. Understanding the need for humility helps to protect goals, work, and hearts from the dangers of arrogance.

Studying performance data – like weekly reflections – will allow you to find ways that you and your team can improve as you work toward greatness. However, this process requires humility and a willingness to own personal weaknesses, accept feedback from others, and resist the urge to blame others or make excuses. Great leadership requires this level of humility. Go Be Great.



**“We do not learn from experience.
We learn from reflecting on
experience.”**

- John Dewey



TEAM DISCUSSION QUESTIONS

Use the questions below to guide a group discussion and talk about analyzing data with humility.

Set 1 Demonstrating Humility

Q1: In your own words, what is humility?

Q2: How would you describe a person who demonstrates humility?

Q3: How does a person’s humility affect their ability to grow and perform as a teammate and a leader?

Q4: Think about the characteristics of highly successful teams (covered during week 1). How is humility related to each of the 5 characteristics (trust, communication, commitment, accountability, focus)?

Set 2 Striving Toward Greatness

Q5: What important impact will accomplishing our goal have on our school, our classmates, and/or the adults who work in the school?

Q6: If you could make one small improvement to your own performance in order to multiply the important impact of our goal – would you be willing to make that improvement?

Q7: What is one personal improvement that you could make? What do you need to do to make that improvement? (Each teammate should answer this question.)

Set 3 Using a Reflection Log

Q8: Can you describe the purpose of a reflection log?

Q9: Why do you think it’s important to focus reflections on what was learned and what was enjoyed?

Q10: How can reflections help the team be more successful?

Q11: What do you think the John Dewey quote above means? How is it related to the *Plan, Do, Study, Grow Leadership Cycle*?

REFLECTION SUMMARY

WEEKLY REFLECTION ANALYSIS

Use this page to analyze weekly reflections. Look back and review the Reflection Log completed in week 11. On this sheet, you will create action steps that can be applied to improve personal and team performance.

PAST WEEK	REFLECTIONS
WEEK 7	Based on what was learned and enjoyed in week 7, what can you and your team do to improve as you move forward?
WEEK 8	Based on what was learned and enjoyed in week 8, what can you and your team do to improve as you move forward?
WEEK 9	Based on what was learned and enjoyed in week 9, what can you and your team do to improve as you move forward?
WEEK 10	Based on what was learned and enjoyed in week 10, what can you and your team do to improve as you move forward?
WEEK 11	Based on what was learned and enjoyed in week 11, what can you and your team do to improve as you move forward?

FOLLOW THE PLAN

WHILE YOU USE THE DATA

Welcome to Week 13 of the Believe In You Leadership Journey.

In week 13 your team will start using the data that's been collected and organized. You'll look at all of the good work that you've done so far and talk about things that you could have done better.

It's important to approach this part of your team's work with empathy for your teammates and for yourself. Be considerate of each others' effort as you suggest ways to improve performance. One way to do this is by starting with ways that you can personally improve. What will you do in the coming weeks to boost team performance? That type of lead-by-example behavior is a sign of your moral character and will help your entire team communicate open and honestly.

THIS WORKBOOK: 03 STUDY

THIS WEEK: FOLLOW THE PLAN + USE THE DATA

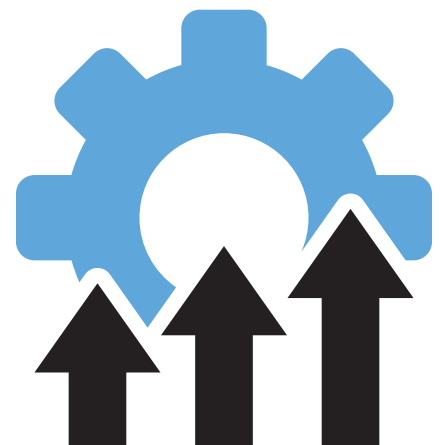
Before jumping in to Team Discussion, take 10 minutes to think about empathy and moral character as elements of leadership. Read the text below and then think about how it relates to your team's goal and performance toward that goal.

Moral Character is the collection of qualities that define your virtues – such as empathy, courage, honesty and loyalty. These qualities help people understand and trust how you will behave and react in different situations. True leaders demonstrate moral character that encourages, reassures and inspires others.

One quality that helps to define a person's moral character is empathy – the ability to understand and share the feelings of another. Accepting feedback on performance can be a challenge for all of us. It's sometimes hard to hear that we didn't do things as well as we could have. It is almost always helpful when the person providing that feedback demonstrates empathy. This is especially true when we know that person has experienced similar challenges and has listened to and used feedback for their own improvement.

LEAD BY EXAMPLE

Accept feedback and be humble enough to use it to improve your performance.



USE DATA TO IMPROVE TEAM RESULTS



TEAM DISCUSSION QUESTIONS

Use the questions below to guide a group discussion and talk about using data to improve performance.

Set 1 Demonstrate Empathy

Q1: What is empathy? What does it look like?

Q2: Who do you know that is good at demonstrating empathy? Can you give examples of this person's ability to be empathetic?

Q3: How has one of your teammates demonstrated empathy as you've worked as a team toward your goal?

Set 2 Building Team Relationships

Q4: Can you explain why positive team relationships are important when you're working toward a goal with others?

Q5: Can you give examples of how our team has demonstrated positive relationships over the past 12 weeks?

Q6: What are some of the key elements of positive team relationships?

Set 3 The Importance of Quality

Q7: What does quality effort look like?

Q8: What's the difference between quality effort and poor effort?

Q9: What are 3 things that we can control that contribute to demonstrating quality effort?

Set 4 Efficient + Quality = Excellence

Q10: What does it mean to be efficient?

Q11: In the statement "Efficient + Quality = Excellence," why are both elements needed in order to demonstrate excellence?

Q12: What is 1 way that you can personally improve the efficiency of your work?

REFLECTION ACTION ITEMS

TEAM PERFORMANCE IMPROVEMENT PLAN

It's time to create an improvement plan. Review your reflections over the past two weeks. Focus on the Reflection Summary page completed in Week 12. Using the chart below create a team performance improvement plan with 3 action items that every team member can take as you finish the work toward your goal. Each action item will focus on a different aspect of your collective work: relationships (how you related to each other), quality of work, and efficiency.

ACTION ITEM 1		Focus this action item on building team relationships.
What is the new behavior? Describe what this looks like as you continue working.		
How will this new behavior improve team relationships?		

ACTION ITEM 2		Focus this action item on improving quality of work.
What is the new behavior? Describe what this looks like as you continue working.		
How will this new behavior improve quality of work?		

ACTION ITEM 3		Focus this action item on building efficiency.
What is the new behavior? Describe what this looks like as you continue working.		
How will this new behavior improve team performance?		

FOLLOW THE PLAN

WHILE YOU MAKE ADJUSTMENTS

Welcome to Week 14 of the Believe In You Leadership Journey. This week we will purposefully make adjustments to the way we are working in an effort to get better.

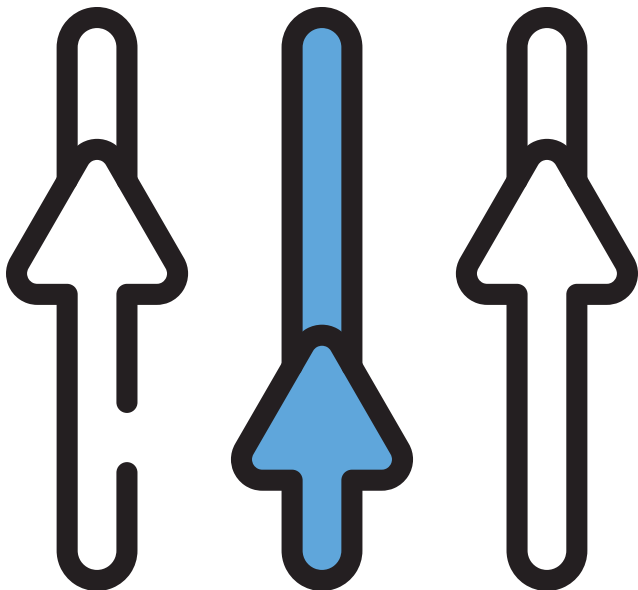
Last week's action plans are set. The team is prepared to improve team relationships, quality of work, and efficiency. As the work begins, make sure that you are creating an encouraging and safe environment for you and your teammates.

THIS WORKBOOK: 03 STUDY **THIS WEEK:** FOLLOW THE PLAN WHILE YOU MAKE ADJUSTMENTS

The affiliation that you all share is what creates your team relationships. You may or may not be best friends, but it's important to recognize that you are teammates working toward a common goal. Be generous with your kindness and patience. Be encouraging with your words and set an example with your actions.

Changing behaviors can be very difficult. By staying positive and encouraging you're providing a safe space for people to struggle, make mistakes, and then try again. Growth almost always comes with set-backs. **Stick to your team's plan, be a good teammate, and work hard to make your own adjustments.**

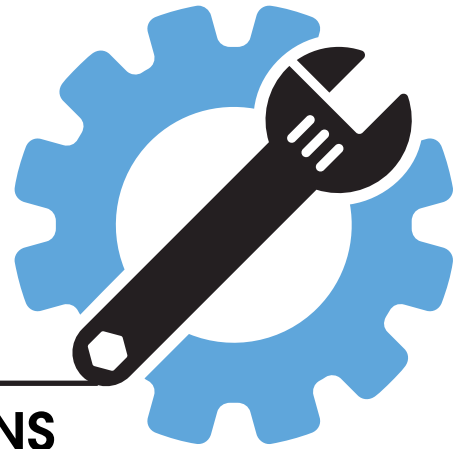
The world has always required truly great people to learn from mistakes and adapt while they work. That means that for you and your teammates to be great, there's no way to avoid pitfalls and set-backs. Demonstrate grit and true leadership. **GO BE GREAT.**



**Allow Yourself
To Adapt**
Make Adjustments
and Move Forward

**“Enjoying success
requires the ability to adapt.
Only by being open to change will
you have a true opportunity to get
the most from your talent.”**

- Nolan Ryan



ADJUSTMENTS DISCUSSION QUESTIONS

Use the questions below to guide a group discovery session.
Take important notes as you talk about making adjustments.

Set 1 Adjust

Q1: In your own words, what does it mean to adapt?

Q2: Can you think of and describe a time when you had to make an adjustment to your actions or behavior?

Q3: How did that adjustment help your situation or improve your performance?

Q4: How are you feeling about the adjustments that your team outlined in week 13?

Set 2 Advance

Q5: In what ways do you believe that your adjustments will help you advance toward your team's goal?

Q6: Can you describe how your team has been able to advance to the point where you are today?

Q7: What was the biggest success so far? What was the biggest challenge?

Q8: What are you most looking forward to in the next two weeks?

Set 3 Lead By Example

Q9: How is making personal adjustments an example of leading by example?

Q10: How do you feel about others who make the decision to lead by example and work toward self-improvement?

Q10: What are some ways that you can encourage your teammates as they make their own adjustments?

ADJUSTMENT REFLECTIONS

WEEKLY REFLECTION TEMPLATE



Use this page as a day-to-day adjustment reflection log. Take short but important notes at the end of each day's work session with a focus on what went well and what was challenging about making the adjustments that your team outlined in week 13.

DAY OF THE WEEK	REFLECTIONS
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	
WEEKLY SUMMARY	

FOLLOW THE PLAN

WHILE YOU MAKE ADJUSTMENTS

Welcome to Week 15 of the Believe In You Leadership Journey. Working on a team to reach a goal is both rewarding and challenging. You've made it to week fifteen of this journey and there are still five weeks to go. Now is the time to rally around your teammates and empower their greatness. After all, your collective greatness is making a positive difference for your school community.

THIS WORKBOOK: 03 STUDY **THIS WEEK:** FOLLOW THE PLAN WHILE YOU MAKE ADJUSTMENTS

Empowerment is the process of becoming stronger and more confident, especially in controlling one's life and claiming one's rights. As a team you've grown stronger and more confident together, and you've taken control of your effort and actions in order to make important progress. The members of your team have been transformed into leaders.

A leader is a person who uses their talents and abilities to influence or guide themselves and others toward a goal or destination. Every person on your team is a leader in their own unique way. Some demonstrate quiet leadership and use their actions to communicate their dedication. Others have a way of finding the right words to fit the right moment and vocally encourage action and inspire grit.

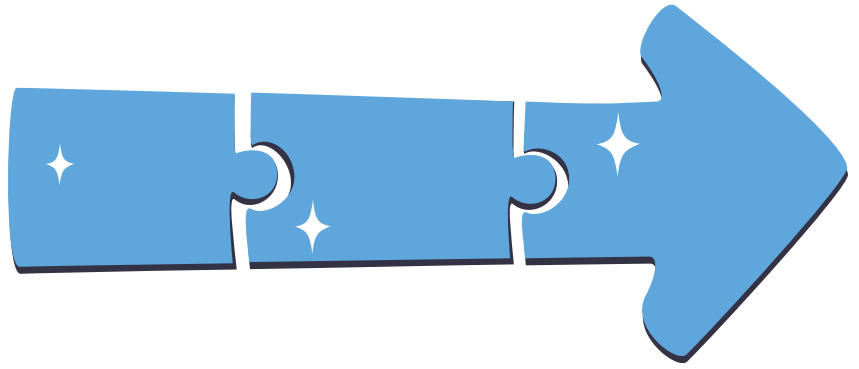
Every style of leadership is important as a team works toward a shared vision and common goal. Embrace your leadership style and become stronger and more confident as you see the results of your hard work. **GO BE GREAT!**



TEAM WORK

“I’ve never scored a goal in my life without getting a pass from someone else.”

- Abby Wambach



EMPOWERMENT DISCUSSION QUESTIONS

Use the questions below to guide a group discovery session.

Take important notes as you discuss the concepts of power and loyalty.

Set 1 Teamwork

Q1: Over the past 15 weeks, in what ways have we grown as a team?

Q2: Can you discuss one or two ways that we’ve grown together as a team? Can you give specific examples?

Q3: What is one challenge that we’ve faced and overcome as a team?

Q4: How did that challenging experience impact our team as a whole?

Set 2 Empowerment

Q5: Can you describe what empowerment looks like and feels like?

Q6: What are some ways that our team has become stronger and more confident?

Q7: What are specific things that you can do to empower a teammate?
How can you help them feel stronger and more confident?

Q8: As our team reaches our goal, describe how our work may help to empower others in your school community?

Set 3 Leader

Q9: Describe how you’ve used your talents and abilities to help our team work toward our collective goal?

Q10: Can you talk about how our teammates have shown up as leaders and used their talents and abilities to help the team?

Q11: Can you describe how our team relationships have helped you grow stronger and more confident as a leader?

Q12: In the final weeks of our work toward this goal, what is one thing that we can each do as individuals to continue to lead and empower our team toward collective greatness?

ADJUSTMENT REFLECTIONS

WEEKLY REFLECTION TEMPLATE



Use this page as a day-to-day adjustment reflection log. Take short but important notes at the end of each day's work session with a focus on what went well and what was challenging about making the adjustments that your team outlined in week 13.

DAY OF THE WEEK	REFLECTIONS
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	
WEEKLY SUMMARY	

WORKBOOK FOR WEEKS 16-20



Use this workbook to guide your progress as you
PLAN, DO, STUDY and **GROW**.

This is your personal workbook.
Each member of your team must keep an
up-to-date personal workbook.

Create together, compare notes and stay on the same page.

Name: _____

School Year: _____

REFINE & GROW

WHILE YOU FINISH STRONG

Welcome to Week 16 of the Believe In You Leadership Journey! The finish line is just ahead. Now it's important that you finish strong! You've been focused on making progress and multitasking your way through your team's action maps. Over the next 5 weeks you'll continue to juggle multiple tasks while you start to look at ways to grow as a leader.

THIS WORKBOOK: 04 GROW

THIS WEEK: REFINE & GROW WHILE YOU FINISH STRONG

See the big picture. Your team has done a lot of work to get to this point and your goal is within reach. It's time to start thinking about how this process has helped you grow. What have you learned from the challenges and successes that you've had along the way?

Look at the impact you've made. How is your school community changing as a result of the work that you've done? How are you changing? Leaders allow themselves to see the impact of hard work and they use what they see to build a new vision of what's possible.

Apply what you've learned. Allow your experiences and growth to push you forward as you finish your project strong with energy and enthusiasm. Recognize growth in your teammates too and encourage them as they learn and develop as leaders.

Run through the finish line. Don't slow your effort too soon. Run straight through the finish line and lead by example. Your willingness to show grit and enthusiasm will set an important example for others.



01 Plan

Activate a Team
 Set Team Goals
 Create Action Maps



02 Do

Follow the Map
 Collect Outcome Data



03 Study

Organize Data
 Analyze Results
 Make Adjustments



04 Grow

Refine
 Refocus
 Repeat



This is the Believe In You PDSG Leadership Cycle.

For more information visit:
www.BelieveInYou.com

**“Do the best you can until you know better.
Then when you know better, do better.”**

– Maya Angelou



TEAM DISCUSSION QUESTIONS

Use the 4 sets of questions below to start meaningful conversations with your team.

Take turns as the conversation leader, with one teammate asking all 3 questions from a set. Don't write down answers or take notes. Instead, engage with your teammates, actively listen, and contribute respectfully and honestly. After talking through the questions in a set, pass the leader responsibility to a new teammate and begin with a new set.

Set 1 Seeing the big picture

- Q1:** What important lessons have we learning about leadership and teamwork during our work together?
- Q2:** What is one challenge or obstacle that we faced? What did overcoming that challenge teach us?
- Q3:** Can we name and detail one or two team experiences that we're grateful for?

Set 2 Looking at our impact

- Q4:** In what ways has our school or class community improved as a result of the powerful work that we've done together?
- Q5:** How did you use your unique talent and greatness to help the team succeed?
- Q6:** Has this experience changed us as individuals? If so, in what ways?

Set 3 Applying what we've learned

- Q7:** With only a few weeks left before we finish this project, how can we apply the lessons we've learned, or the changes we've experienced to finish strong and maximize our team impact?
- Q8:** Looking ahead to a new leadership project or experience – what might you do differently based on everything we've learned?
- Q9:** What is one important way that our team has grown – either collectively as a team, or as individuals? Can you share this with teammates in an encouraging and enthusiastic way?

Set 4 Running through the finish line

- Q10:** What are the most important action items/tasks that still need to be done?
- Q11:** Are there any challenges ahead that we need to plan for or that will require us to adjust our efforts?
- Q12:** Can you remember and briefly explain the reason for our GREAT Goal? Can you remind the team what our *why* is?

REFLECTION LOG

WEEKLY REFLECTION TEMPLATE



Use this page to reflect on your work in real time. This week, at the end of each day (or at the start of the next), take 3 to 5 minutes to reflect your effort and progress. How are you growing as a leader who leads by example?

THIS WEEK	REFLECTIONS
MONDAY	Briefly describe and reflect on your personal effort. How well did you live up to your personal expectations of a leader?
TUESDAY	Briefly describe and reflect on your personal effort. Describe one thing that you did really well.
WEDNESDAY	Briefly describe and reflect on your personal effort. Describe one thing you did to help another person.
THURSDAY	Briefly describe and reflect on your personal effort. What is one thing you did that you're proud of?
FRIDAY - SUNDAY	Briefly describe and reflect on your personal effort. What did you do to share your personal greatness?

**BELIEVE IN
YOU****REFOCUS & GROW**
WHILE YOU FINISH STRONG

Welcome to Week 17 of the Believe In You Leadership Journey. Refocusing on the task that's in front of you is an important skill that we have to purposefully practice as we strive toward any goal. The modern world is built to distract you – and from time to time it will succeed. Design your personal world with reminders that will guide you back on track and refocus your attention and effort. Stay engaged and set a focused (and refocused) example for your teammates.

THIS WORKBOOK: 04 GROW **THIS WEEK:** REFOCUS & GROW WHILE YOU FINISH STRONG

Purposefully design your world for engagement. Distractions come in all shapes and sizes. A distraction might be a small devices with notifications and endless advertisements, or big drama that drains your physical and emotional energy. Not all distractions can be avoided. That's why it's important to give yourself cues to help refocus your attention on making progress.

First, post or place reminders of your goal in as many places as you can. Write your goal's name on a post-it note and put it on your morning mirror. Create a vision board and hang it in your bedroom.

Second, use the power of notifications for good and not distraction. On Sunday, launch the week by taking 15 minutes to plug all of your tasks into your calendar and set reminder notifications.

Third, stay connected to your accountability partner. Set one of those calendar reminders for a time that you can give a brief progress report to your accountability partner. It can be a quick email, message, or a quick conversation – what's important is the regular connection.



“The future belongs to those who believe in the beauty of their dreams.”

– Eleanor Roosevelt

“Always remember, your focus determines your reality.” – George Lucas



TEAM DISCUSSION QUESTIONS

Use the questions below to guide a group discussion and talk about analyzing data with humility.

Set 1 Staying Engaged

- Q1:** What does it look like and sound like when you're engaged in the work of reaching a goal?
- Q2:** What is one thing that you can think of that helps you stay engaged in an important task?
- Q3:** How can you help others stay engaged in the work of reaching their goals or accomplishing an important task?
- Q4:** What does engagement have to do with leadership? Why is it important?

Set 2 Designing Your Environment

- Q5:** Can you explain what it means to design your environment to minimize distractions?
- Q6:** What is one thing that you can do today that will help you keep your environment productive and engaging?
- Q7:** What is one thing that you're already doing that has helped you keep your environment productive and engaging?
- Q8:** Can you think of someone who has created a productive and engaging environment? Who is it and what can you learn from them?

Set 3 Setting An Example

- Q9:** Can you describe how staying engaged in your work sets an example for others around you?
- Q10:** What are some other ways that you can set an example as a leader?
- Q11:** Who in your life has set an example for you as a leader? This could be someone you know personally, or someone that is a public figure that you admire.

REFLECTION LOG

WEEKLY REFLECTION TEMPLATE



Use this page to reflect on how well you stayed engaged in your work.

At the end of each day (or at the start of the next), reflect on how well you were able to refocus and stay engaged in the work of reaching your goals.

THIS WEEK	REFLECTIONS
MONDAY	Were you able to start the week engaged in the work of achieving your goals? If so, what helped you? If not, what distracted you?
TUESDAY	What did you do today to refocus and continue your important work?
WEDNESDAY	This week, has anyone helped you maintain your focus and engagement? If so, what did they do to help?
THURSDAY	This week, have you helped anyone maintain focus and engagement? If so, what did you do to help?
FRIDAY - SUNDAY	What are 2 things that you can do next week to create a focused and engaged environment?

RECOGNIZE SUCCESS

LEARN FROM CHALLENGES

Welcome to Week 18 of the Believe In You Leadership Journey.

During the past 17 weeks, you and your teammates have experienced a number of successes – big and small. Learning from early mistakes might now even seem like an overall success.

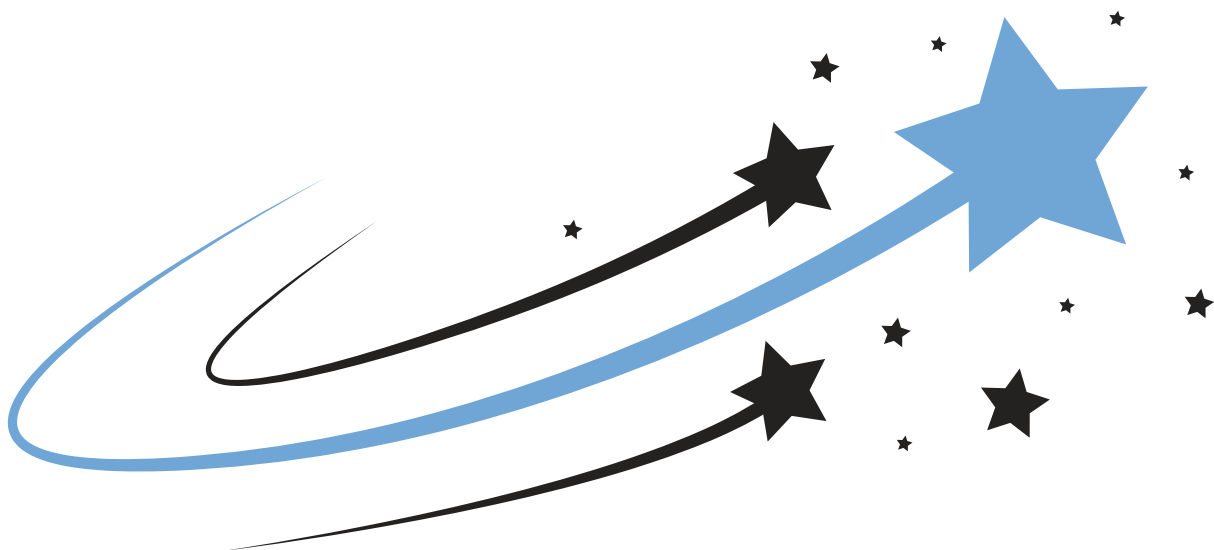
As a leader it's important for you to recognize the success of others. People build confidence and a sense of contribution and belonging when others recognize their victories. It's an important feeling that can give a person a healthy sense of status – esteem in the eyes of others.

THIS WORKBOOK: 04 GROW **THIS WEEK:** RECOGNIZE SUCCESS, LEARN FROM CHALLENGES

As members of a team begin to feel a healthy and comfortable sense of belonging, it becomes easier for them to bounce back from set backs, quickly learn from their mistakes, and look for ways to help and support other teammates. Leaders cultivate this feeling in the people around them and they value the team's status over their own personal status.

Teammates with a healthy feeling of belonging also have the confidence to work autonomously. Autonomy is a feeling of control over your choices and a sense that you can do what's needed to be done without the full guidance of someone else. Autonomy is a very important part of effective and successful teams.

Great leaders build teams that trust each other and themselves. Every time you recognize the success of your teammates – both publicly and privately – their sense of autonomy grows and their potential for long-term success grows.



“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

– John Quincy Adams



TEAM DISCUSSION QUESTIONS

Use the questions below to guide a group discussion and talk about using data to improve performance.

Set 1 Recognizing Success

- Q1:** Think back over the time that this team has been working toward our goal. Name and describe one example of success that can be attributed to each teammate.
- Q2:** Are there any specific examples of how the team learned from a mistake, made an adjustment, and then found success in a task? Describe the example.
- Q3:** What is one thing you’ve learned from the hard work and success of a teammate?

Set 2 Building Confidence

- Q4:** Is there a specific experience that you’ve had over the past 17 weeks that has helped build your confidence? Describe that event and try to explain how it helped you.
- Q5:** Have you noticed any examples of teammates building confidence and growing as a members of the team? What did you notice and how has that increased confidence helped the team?
- Q6:** What do you think you could do as a member of the team to help teammates build their confidence?

Set 3 Working Autonomously

- Q7:** In your own words, what is autonomy?
- Q8:** What does working autonomously look like for you?
- Q9:** How is trust related to autonomy?
- Q10:** When working as a part of at team, why is it important to be able to work autonomously?

REFLECTION LOG

WEEKLY REFLECTION TEMPLATE



Use this page to reflect on how well you were able to work autonomously.

At the end of each day (or at the start of the next), reflect on how well you were able to refocus and stay engaged in the work of reaching your goals.

THIS WEEK	REFLECTIONS
MONDAY	What task did you complete today that required you to work independently?
TUESDAY	Did you feel confident while working independently? If so, what help you feel confident? If not, what support do you need to feel more confident?
WEDNESDAY	This week, did you offer any encouragement or support in order to help a teammate feel more confident?
THURSDAY	List at least 2 successes that you've experienced this week.
FRIDAY - SUNDAY	Describe the progress you and your team have made in the past week.

COMMUNICATE

THE RESULTS AND REWARDS

Welcome to Week 19 of the Believe In You Leadership Journey. Thank you for sharing your unique greatness with the world!

You've used your talent, time, effort and enthusiasm to work toward a goal that will make your community a better place to live and grow. We're all growing as humans, and sharing our experiences, wisdom, and dreams with the people that we care about is a big part of living in a community.

THIS WORKBOOK: 04 GROW

THIS WEEK: COMMUNICATE THE RESULTS AND REWARDS

Now it's time for you to use your voice to share the results of your team's hard work. This week, use the steps below to create a communication plan with your team.

Step 1: In 3 sentences (or less) write a description of what your success looks like. What exactly did you accomplish? How can you communicate your success in the simplest possible way?

Step 2: In 2 sentences (or less) write the reason that your team decided to work toward achieving your goal. Remember the "R" in your GREAT Goal.

Step 3: In 2 sentences (or less) write an explanation of how this success will positively impact your school community.

Step 4: List at least 3 ways that you can communicate this information to as many people within your school community as possible. Students, faculty, staff, parents and families.

Step 5: What are the tasks that you need to complete in order to make your communication happen?



USE YOUR
VOICE
SHARE YOUR
GREATNESS
WITH THE WORLD

“It took me quite a long time to develop a voice. Now that I have it, I am not going to be silent.”

– Madeleine Albright



RESULTS & REWARDS DISCUSSION QUESTIONS

Use the questions below to guide a group discussion about project results. Take important notes as you talk about a communication plan.

Set 1 Results

- Q1:** After 18 weeks of hard work, what does success look like? What is the team’s main accomplishment?
- Q2:** What is one major obstacle that the team overcame as a part of this journey? Describe what the team did to find success.
- Q3:** Can you name 1 accomplishment of each team member?
- Q4:** How are you feeling about the work that the team has done?

Set 2 Rewards

- Q5:** Looking back at the reason for your GREAT Goal, do you feel good about the rewards of all of the team’s hard work?
- Q6:** How will the team’s success improve life for the students, teachers, staff, administration and families that make up the school community?
- Q7:** Can you think of new improvements that can now be unlocked based on the work that the team has done?
- Q8:** What is your favorite memory from the time you’ve spent working on achieving the team’s GREAT Goal?

Set 3 Communication

- Q9:** What are 3 ways that we can communicate the results and rewards of the team’s hard work?
- Q10:** What are the groups of people that we want to communicate the results and rewards to?
- Q11:** Who are the key people who can help with communication plans?
- Q12:** What are the top 3 things that need to happen in order to create and execute a positive communication plan?



COMMUNICATION PLAN

STEP-BY-STEP PLANNING TOOL

Use this page to help you follow the 5-step communication plan. Use the notes from your team discussion to complete this chart and formalize a plan.

STEPS	PLANNING NOTES
<p>Step 1: (3 sentences) What did the team accomplish? Communicate the team's success in the simplest possible way.</p>	
<p>Step 2: (2 sentences) Why did the team decided to work toward achieving this goal? Remember the "R" in the team's GREAT Goal.</p>	
<p>Step 3: (2 sentences) How will the team's success positively impact the overall school community?</p>	
<p>Step 4: (3 Bullet Points) List 3 ways that you can communicate this information to the school community – students, adults, and families.</p>	
<p>Step 5: What tasks need to be completed?</p>	<p><i>Use this week's team checklist to complete this step.</i></p>

GROW AND BUILD

ON A LEGACY OF LEADERSHIP

Welcome to Week 20 of the Believe In You Leadership Journey - you made it!

You've worked through the Plan, Do, Study, Grow cycle - but your personal leadership cycle will never be finished. Great leaders learn from every project, every success, and every failure. Then, they apply what they've learned to the next great challenge - and use their earned wisdom with humility and kindness to empower the people around them.

THIS WORKBOOK: 04 GROW

THIS WEEK: GROW AND BUILD ON A LEGACY OF LEADERSHIP

The work of leadership is not meant for the collection of awards, accolades, or riches. Great leaders are focused on leaving a legacy of lasting improvement for their community. They are building a new foundation for others to continue building on. That is how progress is made. That is how leaders empower others.

This week is a final reflection on the legacy of the work that your team has done. It's an opportunity for you to embody the wisdom, kindness and humility that are the treasures of leadership work. Allow yourself to feel the pride of accomplishment without expecting others to constantly pat you on the back. Look for ways to acknowledge the hard work of your teammates without the need for anyone to acknowledge your dedication. Let your work be enough. Enjoy seeing the results of your effort, time, and talent. Look at the legacy you've worked hard to create, and then look for a new way to share your unique and growing greatness with the world. **GO BE GREAT.**



SHARE YOUR **GREATNESS** WITH THE WORLD

**“Humility is not thinking
less of yourself,
it’s thinking of yourself less.”**

– C.S. Lewis



LEGACY DISCUSSION QUESTIONS

Use the questions below to guide a group discussion session.

Take important notes as you discuss the legacy of your team leadership project.

Set 1 Wisdom

Q1: It’s been said that the root of wisdom is knowing what you don’t know. Based on the work you’ve done over the past 20 weeks, what do you want to learn or become better at?

Q2: What is one lesson learned that you believe might help other young leaders?

Q3: Think about this 20-week experience – what are you most grateful for?

Set 2 Kindness

Q4: As the team worked to complete this project, what adult or advisor showed you kindness and how did that kindness help you succeed?

Q5: In what ways did your teammates show kindness to you? How did that help you succeed?

Q6: In what ways did you show kindness to yourself? Why is that important?

Set 3 Humility

Q7: In your own words, what is humility?

Q8: With respect to wisdom, why is humility important?

Q9: With respect to long-term leadership success, why is humility important?

Set 1 Legacy

Q10: Looking ahead 5 years, what impact do you hope this leadership project will have on students in this school?

Q11: Looking ahead 10 years, what wisdom gained in this experience do you think will help you share your greatness as a future leader?

Q12: How would you like this project to be remembered by the school community? What would you like them to say about this accomplishment?

TIME CAPSULE REFLECTIONS

FINAL REFLECTION PAGE

Complete and then save this page. What sort of leader do you want to become? How do you hope to share your unique greatness with the world? Answer the reflection questions on this page. Use words that will encourage and empower your future self. Then, take it out every 5 years and read it.

QUESTIONS	REFLECTIONS
<p>WISDOM</p> <p>What is the most important thing that you've learned about yourself as a leader?</p>	
<p>KINDNESS</p> <p>How does kindness shape who you are becoming as a leader?</p>	
<p>HUMILITY</p> <p>In what important ways have you demonstrated humility as a leader?</p>	
<p>LEGACY</p> <p>Who do you hope will benefit the most from your leadership? How will it make their life better?</p>	
<p>PERSONAL REFLECTION</p> <p>Write a paragraph that describes how you feel about the work that your team has done.</p>	