

# 2023 JANUARY CULTURE AND CLIMATE CALENDAR

## REVISITING FOCUS

### WEEK 1

#### Reflect

*Use these questions to reflect with staff*

- Are we prioritizing relationships?
- Are we remembering that data includes more than test scores?
- Are we encouraging each other to take risks?
- Are we identifying opportunities for improvement?
- Are we taking care of ourselves as well as our students?

[PDSA Continuous Improvement Tool](#)

### WEEK 2

#### Appreciate

*Continue to prioritize celebrations and gratitude*

- Model celebrating the small wins
- Start ALL meetings and events with celebrations and appreciations
- Know your staff members' preferred language of appreciation (words of appreciation, quality time, acts of service, gifts, physical touch)
- Encourage staff to staff appreciation (shout-out boards, sharing quotes, traveling gratitude notebook)

### WEEK 3

#### Communicate

*Use these tips to keep communication high impact*

- Communicate relentlessly: Be clear and frequent using different media
- Simplify: Say what you mean and don't hide behind complexity or extraneous information
- Listen and encourage input: Try the 80/20 rule (80% listening, 20% talking)
- Illustrate using storytelling: Bring life to vision and create trust
- Affirm with Actions: Be clear on the messages you are sending non-verbally

### WEEK 4

#### Balance

*Encourage maintaining work-life balance*

- Model setting (and keeping) boundaries
- Be careful not to reward good work with more work
- Set emails to send only during work hours
- Check in with staff to see what they need
- Banish the phrase "going above and beyond"