

WIG Session Notes

1 WIG		Team:							
Facilitator:		Coach:							
2 Notetaker:		3 Distribute Notes:							
		7 Total Score:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px; background-color: green; text-align: center;">Green</td> <td style="border-left: 1px solid black; padding-left: 5px;">≥ 7</td> </tr> <tr> <td style="width: 10px; background-color: yellow; text-align: center;">Yellow</td> <td style="border-left: 1px solid black; padding-left: 5px;">≥ 3</td> </tr> <tr> <td style="width: 10px; background-color: red; text-align: center;">Red</td> <td style="border-left: 1px solid black; padding-left: 5px;">≤ 2</td> </tr> </table>	Green	≥ 7	Yellow	≥ 3	Red	≤ 2
Green	≥ 7								
Yellow	≥ 3								
Red	≤ 2								

Weekly WIG Sessions are critical to the success of every 4 *Disciplines* implementation. The WIG session is not a typical staff meeting, but should be a highly-focused accountability session centered around an up-to-date scoreboard where team members:

- 4** Report on the previous week's commitments,
- 5** Review the scoreboard, and
- 6** Make new commitments to impact the lead measures and help each other "win" during the coming week

			Scores/Comments		
A. Does the meeting take less than 21 minutes?	Yes	No	Start Time:	End Time:	
B. During the reporting on the previous week's commitments, can you hear, "This is what I committed to do last week" and "this is what I did?" Sometimes all that is needed is a simple, "I kept my commitment" or "I did it."			3 Done well & done by all	1 Not done by all &/or not done well	-1 Not done &/or done by few
C. As people make commitments for the next week, are you hearing individual planning?			3 Done well & done by all	1 Not done by all &/or not done well	-1 Not done &/or done by few
D. Specific, achievable objectives that can be delivered before the next weekly WIG session? Commitments that will impact the lead measures on the scoreboard?			3 Done well & done by all	1 Not done by all &/or not done well	-1 Not done &/or done by few
E. Listen for people who seem to be describing objectives that are tied to the most pressing items associated with the whirlwind of the day-to-day.			3 Done well & done by all	1 Not done by all &/or not done well	-1 Not done &/or done by few
F. Can you see the lead measures moving on the scoreboard? Is the scoreboard review part of the meeting? Is the Scoreboard updated?			3 Done well & done by all	1 Not done by all &/or not done well	-1 Not done &/or done by few
G. Are they clearing the path for each other?					
H. Is the leader of the team making and keeping commitments that move the scoreboard?					

Commitments & Clear the Path	
Last Week	Next Week
Name:	
Name:	
Name:	
Name:	

Name:

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Name:

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Name:

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Name:

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