Focused and Working

Diagram of the WALL

If you do not have a wall available, you can adapt and incorporate this information onto flats or hallow core doors hinged together.. The important element of its success is that it functions as a communication/information center for your group.

Information is a Great Motivation Tool

Create a workspace that focuses SUCCESS! Surround yourself and those who work with you with resources and materials that are geared to encourage productivity. This information is valuable and necessary to have in your Student Council or leadership classroom. It keeps everyone informed of changes or important deadlines. It allows others to examine your goals and methods of achieving them. By doing so, it encourages you and members of your team to stay on track. Importantly, it includes all members of your team in a communication center that is vital to your success.

THE WALL
Should Include:

- Large colorful posters of your PURPOSE, GOALS, PROJECTS, AND THEME
- Bold reminders of your next major group project
- A quote of the week/day/month
- A diagram of the structure of YOUR state or regional organization
- Lists of Key Players
  - Activities/Athletics calendar
  - Important events (SAT testing, tournaments, regional meetings, etc.)
  - Roster of your active members
  - Names and addresses of your leadership counterparts at other schools
  - Faculty and Staff list

Printout of your entire Student Body (by class, if possible)

Leadership Focus Counts

An organization can be successful *only* with the wholehearted support of its members and potential members. That support must be cultivated, nurtured and promoted. Your efforts as a leader must be focused inward (toward existing members) as well as outward (toward potential members) in your planning. Make sure you have taken into account the "individual" development of your membership as you move through the year. Remember, you are in the PEOPLE GROWING business.

INWARD
There is truth in the motivational adage , "no one cares how much you know until they know how much you care." You demonstrate care by knowing and using the names of your members; by smiling and by helping each member develop his or her individual potential.
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To accomplish the latter, devise some system of keeping track of the individual strengths and areas of concern for as many of your members as you can. Consider using index cards containing not only the usual name, address, phone, work schedule, and study schedule; but also **hobbies, likes, dislikes, strengths, areas to work on, special talents, second family address and phone and any personal goals they might share.**
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These cards allow you the chance to focus on your members in a more personal way and provide you with the foundation to develop programs and project assignments to help each member grow. If your organization is large, divide this responsibility among your leaders. Someone in a leadership position needs to be specifically assigned to each of your members.

The Card System

Name	**Class of**
Strengths:	
Interests:	
Want to help with:	**Official Use only**

{Notice the ability to alphabetize by class.

{Strengths need not be anything more than a good attitude, a skill, a talent or a "needed thing - truck or power tools."
{Interests are those projects or events you will sponsor where they can help.

↓Notice below two addresses for those with more than one house hold.
↓School Contact is your home room. If you don't have a home room, where do you hear your announcements each day?

Address #1
Address #2
Work Info: Where and When
School Contact:
Other Clubs and Organizations/ Positions held