

Impactful Staff Meetings

with Bring Forwards and Google Sheets Agendas!

CUE '24

AUBREY PATTERSON

@PATTERSONAUBREY



WARM DEMANDERS



VISIT WARM DEMANDERS

www.warmdemanders.com/cue24

SPRING CUE 2024

I'm thrilled to be part of Spring CUE!

Don't forget to check out Rushton's [resource page](#) for even more excellent leadership and learning resources.

If you have questions during the sessions or after you're home, just [email me](#) and I'll get back to you right away!

Aubrey





VISIT WARM DEMANDERS



Impactful Staff Meetings

with Bring Forwards and Google Sheets Agendas!

CUE '24
AUBREY PATTERSON
@PATTERSONAUBREY



Impactful Staff Meetings

With Bring Forwards and Google Sheets Agendas!

Friday, March 22, 9:00 AM - 9:50 AM PT

← Click the image for the slides.

Click here for the folder with the agenda templates and more!

Build a Remarkable 1:1 Meeting System

with 20-Minute Check-ins and Seasonal Menus!

CUE '24
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@PATTERSONAUBREY



Build a Remarkable 1:1 Meeting System

With 20-minute check-ins and seasonal menus!

Friday, March 22, 10:05 AM - 10:50 AM PT

← Click the image for the slides.

Click here for the Canva menus and here for tracking spreadsheets!

Elegant Simplicity: Build Exceptional Clarity

with 4 High-Impact Docs You'll Start Using on Monday!

CUE '24
AUBREY PATTERSON
@PATTERSONAUBREY



Elegant Simplicity: Build Exceptional Clarity

With 4 High-Impact Docs You'll Start Using Monday!

Saturday, March 23, 9:00 AM - 9:50 AM PT

← Click the image for the slides.

Click here for the folder with the doc templates and more!

www.buildsystemssoyoucanleadauthenticallyand
benicetopeopleandnotbefreakedoutandworrying
allnightandhavecoolmeetings.com

warmdemanders.com

Are your meetings filled with déjà vu?

🤔 Didn't we talk about this last year?

🤔 Do we have to talk about this every year?



April Meeting



The Scene

- ✓ Scheduled 3:30 – 4:30 pm
- ✓ The time is 4:23 pm and Anna has a question ...

AGENDA



Anna: I wonder if we can talk about the Winter Carnival last month (March)?

I LOVED the activities, but the snowman contest really would've been so much better with some snow.

Can we talk about moving the date to January? This is the 2nd year in a row without snow.

Anna

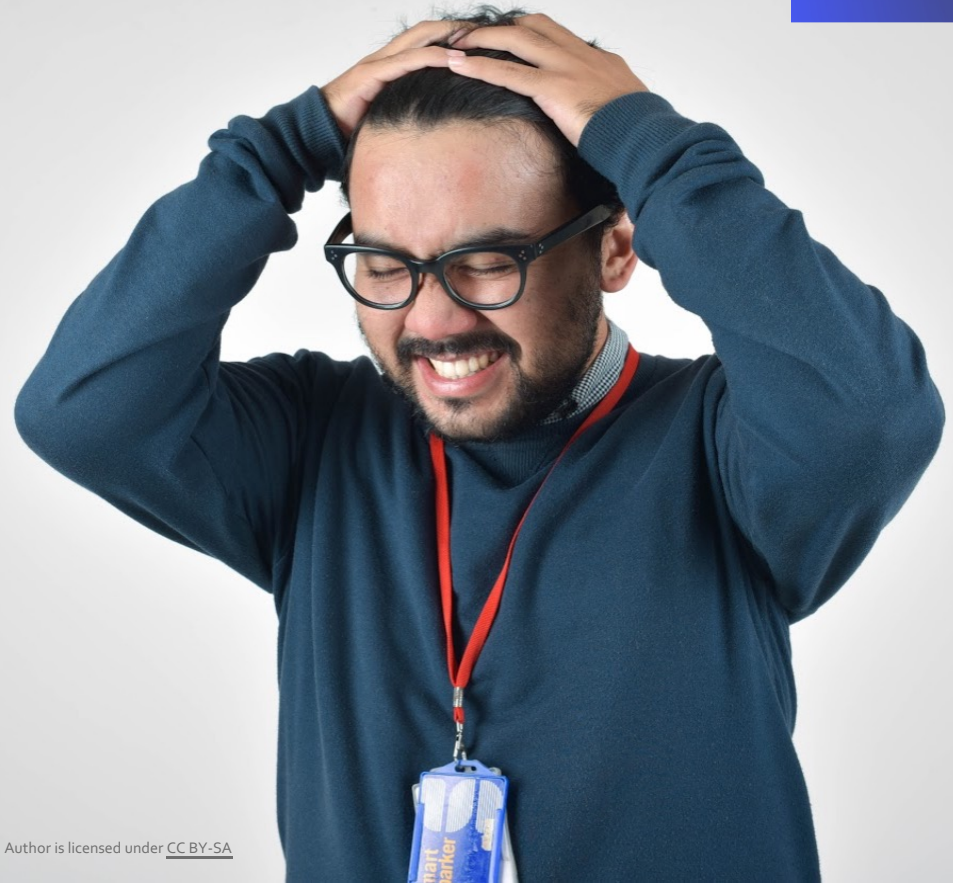


Mike

Principal Mike's inside voice:

*Anna is soooo good,
AND positive like a proton, AND
this makes perfect sense, AND
Susan asked the same question
last year...*

but it's 4:23 pm and only April!



**Some of the
best ideas ...**



WARM DEMANDERS



**... show up at the
most inopportune times**

All Eyes Are Upon You

Will you choose
the Genius of AND
or
the Tyranny of OR?

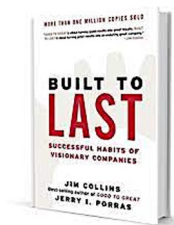


WARM DEMANDERS



The Genius of AND vs The Tyranny of OR

How do I capture the best of my staff **AND** get us out on time?



[This Photo is licensed under CC BY](#)



How might Mike be able to choose the *Genius of AND*
(and avoid the *Tyranny of OR*)?



Are you preparing or repairing?

You should never go to a meeting or make a telephone call without a clear idea of what you are trying to achieve.

- Steve Jobs



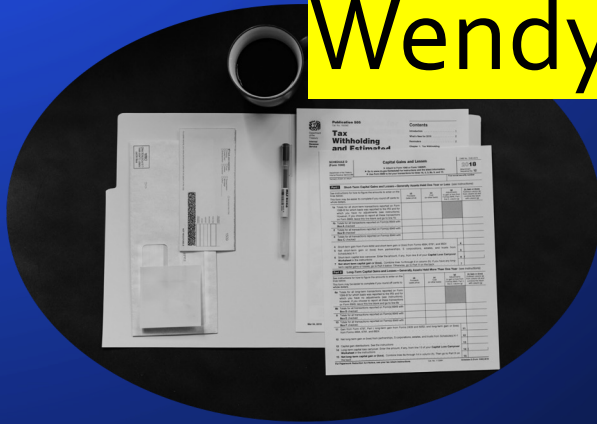


MORTGAGE

LAWYER

Bring Forward Paper

Wendy, Pls BF Nov 14



Bring Forward November 14

- Future Task/Meeting/TTD ...
- Write *BF*, *Name* and *Date*
- Secretary/Assistant creates a time block
- Secretary/Assistant brings item forward

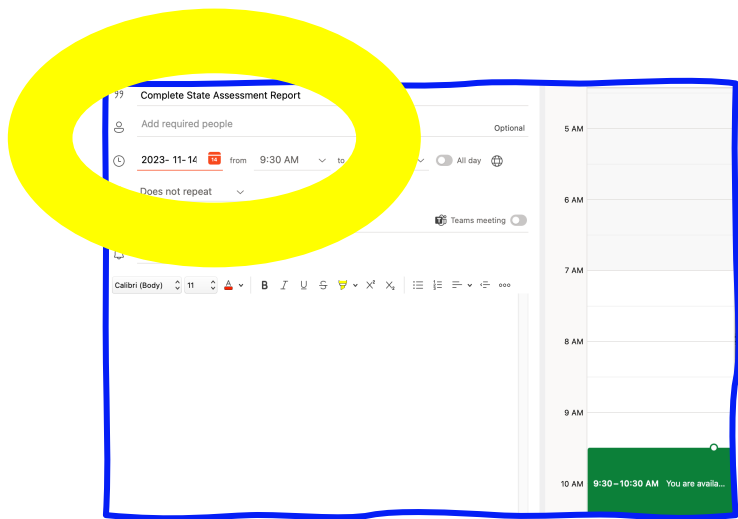




WARM DEMANDERS

Bring Forward with Time Block

- Future Task/Meeting/TTD ...
- Write *BF*, *Name* and *Date*
- **Secretary/Assistant creates a time block**
- Secretary/Assistant brings item forward



Recurring Bring Forward

- Future Task/Meeting/TTD ...
- Write *BF*, *Name* and *Date*
- Secretary/Assistant creates a time block
- Secretary/Assistant brings item forward

Wendy, Pls BF every Nov 14 for the next 3 years





How we do one thing is how we do everything.

Bring Forward Email

Superintendent/Principal - Sample email BF

From: Aubrey

Date: Thursday, September 24, 2019 at 2:47 PM

To: Principal

Cc: Admin Assistant; Superintendent

Subject: Job Description Discussion Sept 24 2019

Hi again _____,

Thank you for meeting with me today to discuss your job description and a few other items relating to learning. I am very thankful for your initiative, creativity and work ethic and as would be predicted am very confident that this year will see you greatly surpassing all indicators in all categories of your job description. In particular, this month has been a change for all of us to some degree and the questions you are asking related to learning and the decision-making processes... (address questions and remove obstacles)

In February or before, please show me (1) how you are getting people more involved in entering items/using our google meeting agendas and (2) any other tricks you might come up with to make our operations more efficient and our meetings more focused on action.

(Wendy, please BF Feb 1, 2020. Please place a paper copy of this in _____'s file along with a copy of my notes to _____ and his file.)

Aubrey







How could you use a bring forward system?

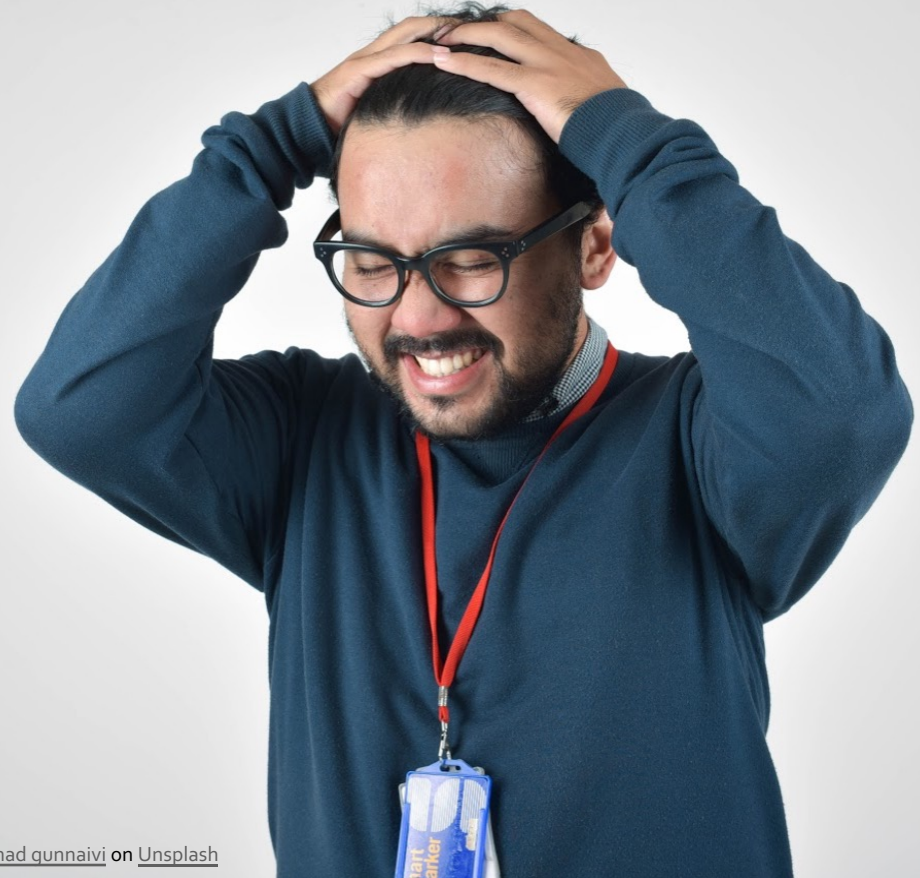


Anna: I wonder if we can talk about the Winter Carnival ...



Will Mike ...

- choose the *Genius of AND* or the *Tyranny of OR*?
- encourage and capture ideas?
- prevent *meeting déjà vu*?





Carry Your Weather

Principal Mike Responds

1. Does everyone understand Anna's question?

Should we discuss this in a future meeting?

When would it be best to discuss this?

Anna, would you be willing to prep a bit with me a couple weeks before our meeting in September?

Rylee (Secretary), can you put this in our agenda and BF to Anna and me, and carve out 30 minutes for me to stop by and see Anna in her room?

Oh, and Wendy, we better check on any changes we make in next years April staff meeting.



Principal Mike Responds

1. Does everyone understand?
2. Should we discuss this in a future meeting?
(fist to 5 or equivalent and "yes")

When would it be best to discuss this?

Anna, would you be willing to prep a bit with me a couple weeks before our meeting in September?

Rylee (Secretary), can you put this in our agenda and BF to Anna and me, and carve out 30 minutes for me to stop by and see Anna in her room?

Oh, and Wendy, we better check on any we in next years April staff meeting.



Principal Mike Responds

1. Does everyone understand?
2. Should we discuss this in a future meeting?
3. When would it be best to discuss this?
(September)

Anna, would you be willing to prep a bit with me a couple weeks before our meeting in September?

Rylee (Secretary), can you put this in our agenda and BF to Anna and me, and carve out 30 minutes for me to stop by and see Anna in her room?

Oh, and Wendy, we better check on any changes we make in next years April staff meeting.

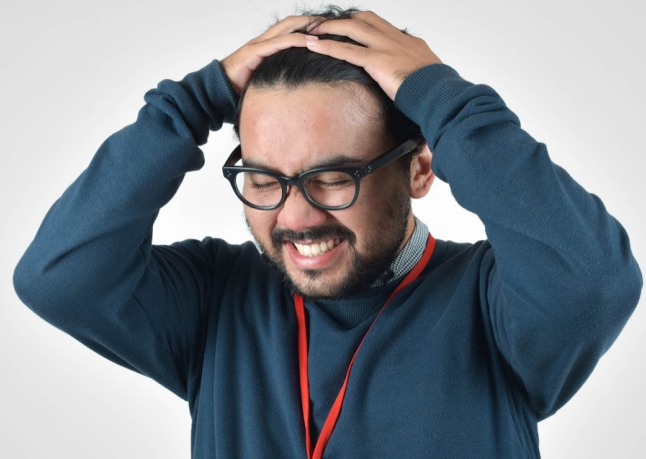


Principal Mike Responds

1. Does everyone understand?
2. Should we discuss this in a future meeting?
3. When would it be best to discuss this?
4. Anna, would you be willing to prep a bit with me a couple weeks before our meeting in September? (Anna: Of course!)

Wendy (Secretary), can you put this in our agenda and BF to Anna and me, and carve out 30 minutes for me to stop by and see Anna in her room?

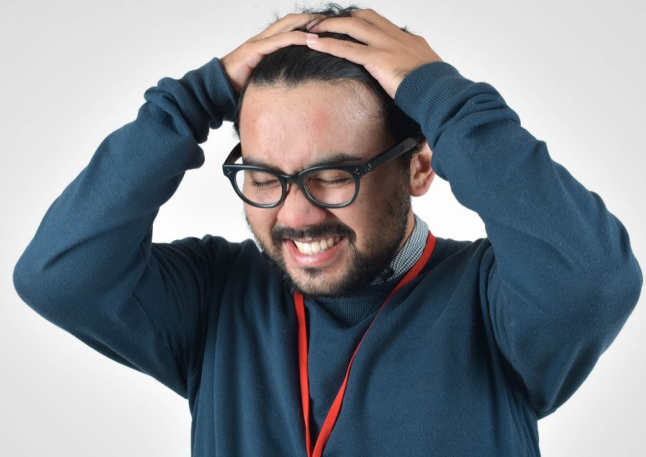
Oh, and Wendy, we better check on any changes we make in next years April staff meeting.



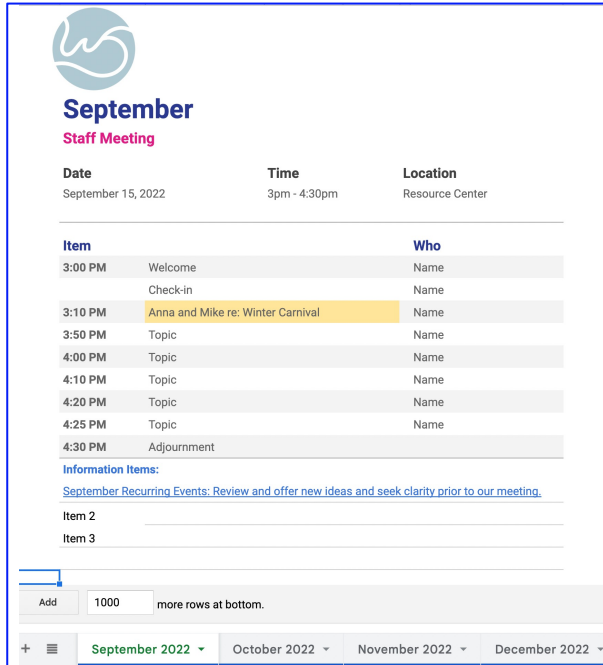
**There's something special
about feeling special.**

Principal Mike Responds

1. Does everyone understand?
2. Should we discuss this in a future meeting?
3. When would it be best to discuss this?
4. Anna, would you be willing to prep a bit with me a couple weeks before our meeting in September?
5. Wendy (secretary), can you put this in our agenda and BF to Anna and me, and carve out 30 minutes for me to stop by and see Anna in her room?
6. Oh, and Wendy, we better check on any changes we make in next years April staff meeting.



BF September



The image shows a calendar interface for the month of September 2022. At the top left is a logo with a stylized 'W' inside a circle. Below the logo, the word "September" is displayed in a large, bold font, followed by "Staff Meeting" in a smaller, pink font. The main content area is a table with three columns: "Date", "Time", and "Location". The date is "September 15, 2022", the time is "3pm - 4:30pm", and the location is "Resource Center". Below this is another table with two columns: "Item" and "Who". The "Item" column lists various activities such as "Welcome", "Check-in", "Anna and Mike re: Winter Carnival", "Topic", and "Adjournment". The "Who" column lists "Name" for each row. The "Anna and Mike re: Winter Carnival" row is highlighted in yellow. Below the table, there are sections for "Information Items" and "Item 2", "Item 3". At the bottom, there is a navigation bar with a search bar, a dropdown menu for "September 2022", and other month options.

September
Staff Meeting

Date	Time	Location
September 15, 2022	3pm - 4:30pm	Resource Center

Item	Who
3:00 PM Welcome	Name
Check-in	Name
3:10 PM Anna and Mike re: Winter Carnival	Name
3:50 PM Topic	Name
4:00 PM Topic	Name
4:10 PM Topic	Name
4:20 PM Topic	Name
4:25 PM Topic	Name
4:30 PM Adjournment	Name

Information Items:
[September Recurring Events: Review and offer new ideas and seek clarity prior to our meeting.](#)

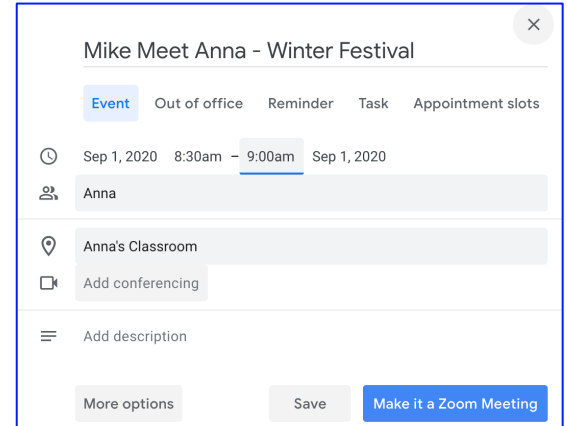
Item 2
Item 3

Add 1000 more rows at bottom.

September 2022 | October 2022 | November 2022 | December 2022



Time Block



The image shows a mobile application interface for an event titled "Mike Meet Anna - Winter Festival". The event is categorized as "Event" and is scheduled for "Sep 1, 2020" from "8:30am" to "9:00am". The location is "Anna's Classroom" and the contact is "Anna". There are options to "Add conferencing" and "Add description". At the bottom, there are buttons for "More options", "Save", and "Make it a Zoom Meeting".

Mike Meet Anna - Winter Festival

Event Out of office Reminder Task Appointment slots

Sep 1, 2020 8:30am - 9:00am Sep 1, 2020

Anna

Anna's Classroom

Add conferencing

Add description

More options Save Make it a Zoom Meeting

Wendy



September

Staff Meeting

Date	Time	Location
September 15, 2022	3pm - 4:30pm	Resource Center

Item	Who
3:00 PM	Welcome
	Check-in
3:10 PM	Anna and Mike re: Winter Carnival
3:50 PM	Topic
4:00 PM	Topic
4:10 PM	Topic
4:20 PM	Topic
4:25 PM	Topic
4:30 PM	Adjournment

Information Items:

[September Recurring Events: Review and offer new ideas and seek clarity prior to our meeting.](#)

Item 2

Item 3

Add 1000 more rows at bottom.



September 2022

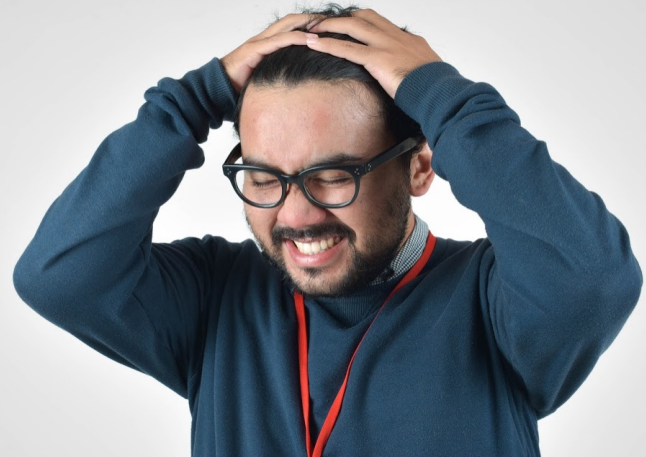
October 2022

November 2022


December 2022

Principal Mike Responds

1. Does everyone understand?
2. Should we discuss this in a future meeting?
3. When would it be best to discuss this?
4. Anna, would you be willing to prep a bit with me a couple weeks before our meeting in September?
5. Wendy (secretary), can you put this in our agenda and BF to Anna and me, and carve out 30 minutes for me to stop by and see Anna in her room?
6. Oh, and Wendy, we better check on any changes we make in next year's April staff meeting.



BF September



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Staff Meeting

Date	Time	Location
September 15, 2022	3pm - 4:30pm	Resource Center

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Check-in	Name
3:10 PM Anna and Mike re: Winter Carnival	Name
3:50 PM Topic	Name
4:00 PM Topic	Name
4:10 PM Topic	Name
4:20 PM Topic	Name
4:25 PM Topic	Name
4:30 PM Adjournment	Name

Information Items:

[September Recurring Events: Review and offer new ideas and seek clarity prior to our meeting.](#)

Item 2 _____

Item 3 _____

Add 1000 more rows at bottom.

September 2022 | October 2022 | November 2022 | December 2022

Time Block

Mike Meet Anna - Winter Festival

Event Out of office Reminder Task Appointment slots

Sep 1, 2020 8:30am - 9:00am Sep 1, 2020

Anna

Anna's Classroom


Add conferencing

Add description

More options Save Make it a Zoom Meeting



BF April



April

Staff Meeting

Date	Time	Location
April 20, 2023	3pm - 4:30pm	Resource Center

Item	Who
3:00 PM Welcome	Name
Check-in	Name
3:10 PM Anna and Mike: Revisit Winter Carnival Decision	Name
4:10 PM Topic	Name
4:20 PM Topic	Name
4:25 PM Topic	Name
4:30 PM Adjournment	Name

Information Items:

April Recurring Events

Item 2 _____

Item 3 _____

Add 1000 more rows at bottom.

September 2022 | October 2022 | November 2022 | December 2022

Wendy

What we appreciate ... appreciates!



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What do you like about how Mike handled
Anna's inopportune question?



Build a Remarkable 1:1 Meeting System

with 20-Minute Check-ins and Seasonal Menus!

Today @ 10:05AM

CUE '24
AUBREY PATTERSON
@PATTERSONAUBREY



WARM DEMANDERS

Are you preparing or repairing?


Make time for planning;
Wars are won in the general's tent.

- Dr. Stephen R. Covey



Sheets or Excel for Agendas?!?

BF September



September

Staff Meeting

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4:25 PM Topic	Name
4:30 PM Adjournment	Name

Information Items:
[September Recurring Events: Review and offer new ideas and seek clarity prior to our meeting.](#)

Item 2
 Item 3

Add 1000 more rows at bottom.

September 2022 | October 2022 | November 2022 | December 2022

Time Block

Mike Meet Anna - Winter Festival

Event | Out of office | Reminder | Task | Appointment slots

Sep 1, 2020 8:30am - 9:00am Sep 1, 2020

Anna

Anna's Classroom


Add conferencing

Add description

More options | Save | Make it a Zoom Meeting



BF April



April

Staff Meeting

Date	Time	Location
April 20, 2023	3pm - 4:30pm	Resource Center

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3:10 PM Anna and Mike: Revisit Winter Carnival Decision	Name
4:10 PM Topic	Name
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4:25 PM Topic	Name
4:30 PM Adjournment	Name

Information Items:
 April Recurring Events

Item 2
 Item 3

Add 1000 more rows at bottom.

September 2022 | October 2022 | November 2022 | December 2022



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September 15, 2022	3pm - 4:30pm	Resource Center

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3:30 PM Topic	
3:50 PM Topic	Name
4:00 PM Topic	Name
4:10 PM Topic	Name
4:20 PM Topic	Name
4:25 PM Topic	Name
4:30 PM Adjournment	

Information Items:

[September Recurring Events: Review and offer new ideas and seek clarity prior to our meeting.](#)

Item 2

Item 3

Add

to add more rows at the

A B C D E F G H



September Staff Meeting

Date	Time	Location
September 15, 2022	3pm - 4:30pm	Resource Center

Item	Who
3:00 PM Welcome	Name
Check-in	Name
3:10 PM Topic	Name
Topic	Name
Topic	Name
Topic	Name
	Name
	Name
	Name
	Name
	Name
	Name



- Delete
- 4:20 Duplicate
- 4:25 Copy to
- 4:30 Rename
- Inform
- Change colour
- Protect the sheet
- Hide sheet
- View comments
- Move right
- Move left



Add



September

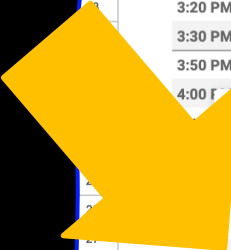
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September 15, 2022	3pm - 4:30pm	Resource Center

Item	Who
3:00 PM Welcome	Name
Check-in	Name
3:10 PM Topic	
3:20 PM Topic	
3:30 PM Topic	
3:50 PM Topic	
4:00 PM	

Reset

- Delete
- Duplicate
- Copy to
- Rename
- Change colour
- Protect the sheet
- Hide sheet
- View comments
- Move right
- Move left



Add

A	B	C	D	E	F	G	H
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September

Staff Meeting

Date	Time	Location
September 15, 2022	3pm - 4:30pm	Resource Center

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3:00 PM Welcome	Name
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3:30 PM Topic	Name
3:50 PM Topic	Name
4:00 PM	Name
4:10 PM	Name
4:20 PM	Name
	Name

- Delete
- Duplicate
- Copy to
- Rename
- Change colour
- Protect the sheet
- Hide sheet
- View comments
- Move right
- Move left



Add



H4

A B C D E F G H

August

ITL Meeting



Date	Time	Location
August 21, 2023	3:30 - 5:30 pm	Baker Street Complex - PDC

Item	Who
3:30 pm	Welcome
	Check-in
3:40 pm	Support and Time Blocking
	Back-to-School Hiccups
	Benchmarks
	Parent Meetings, SSC, & ELAC Schedules
	Healthy Kids Survey
	Site PD Day Schedules (Listenwise, Newsela, IXL, Renaissance, MyAccess)

5:00 pm	Adjournment
---------	-------------


Information Items:

[District Monthly Admin Items - August 2023](#)

[Annual Meetings](#)



An Annual Events Planner

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
	Notes	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	
2	Monthly Admin Items	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	
26	Workgroups												
27	Community Schools Advisory			Sept 18		Nov 13		Jan 22		Mar 19		May 14	
28	DA w/ FCSS			Sept 20	Oct 18	Nov 22			Feb 7	Mar 3		May 2	
29	CIM (SPED)												
30	CSI												
31	ATSI												
32	EL Team 1st Thursday (unless noted w/ *) @ 10:30-12:30pm			Sept 5	Oct 3	Nov 7	Dec 5		Feb 6	Mar 6	Apr 3	May 1	
33	Literacy Team 1st Thursday (unless noted w/ *) @ 8:30-10:30 am			Sept 5	Oct 3	Nov 7	Dec 5		Feb 6	Mar 6	Apr 3	May 1	
34	Math Intervention 1st Thursday (unless noted w/ *) @ 1:00-3:00 pm			Sept 5	Oct 3	Nov 7	Dec 5		Feb 6	Mar 6	Apr 3	May 1	
35	Welcome Back Planning Meeting w/ Cabinet								Feb 6	Mar 6	Apr 2	May 7	
36	Mobile Rural Health Clinic Thursdays (food days noted w/ *) @ 2:00-7:00 pm			Sept 5, 19*	Oct 3, 17	Nov 7, 21	Dec 5*						
37	CCT Every Wednesday @ 8:00-9:00 am		Aug 8, 14, 21 & 28	Sept 4, 11, 18, 25	Oct 2, 9, 16, 30	Nov 9, 13, 20, 27	Dec 4, 11, 18	Jan 8, 15, 29	Feb 5, 12, 19, 26	Mar 5, 12, 19, 26	Apr 2, 9, 16, 13	May 7, 14, 21, 28	
38	Professional Development and Training												
39	Administrator Trainings & Conferences												
40	Thematic Units (Training & UDDs)		Aug 27 & Aug 29	Sept 6, 9, 10, 11, 12, 13, 16	Oct 8 & 9 (L), 15, 16, 17, 21, 22, 23, 24		Dec 2, 3, 4, 9, 10, 11, 12	Jan 21 & 23	Feb 11, 12, 13, 18, 19, 20, 21	March 4 & 5 (L), 17, 18, 19, 20, 25, 26, 27	April 28, 29, 30	May 1, 6, 7, 8	
41	BeGLAD												
42	Hatching Results (Counselors)												
43	SPED												
44	English Language Arts												
45	Mathematics												
46	Science												
47	CPI												
48	CPR/AED												
49	Capturing Kids' Hearts			Sept 3 & 4	Oct 1 & 2	Nov 5 & 6							
50	Summative ELPAC Training (Aides/Support Staff)	8:30am-11:30am								Feb 5			
51	Wayfinder SEL Curriculum		Aug 8th										
52	Panorama			Sept 8									
53	CAASPP Coordinator Training	12:30pm-2:30pm							Feb 5				
54	Data, Assessments, Testing Windows												
55	Elementary Data Analysis Teams	Testing Schedule		Sept 17 (K-2) & 18 (3-5)		Nov 20 (K-2) & 21 (3-5)			Feb 24 (K-2) & 25 (3-5)			May 19 (K-2) & 20	
56	Secondary Data Analysis Teams	Testing Schedule		Sept 19 (6-8) & 20 (9-12)		Nov 15 (6-8) & 18 (9-12)			Feb 26 (6-8) & 27 (9-12)			May 22 (6-8) & 23	



H4

A B C D E F G H

August ITL Meeting



Date	Time	Location
August 21, 2023	3:30 - 5:30 pm	Baker Street Complex - PDC

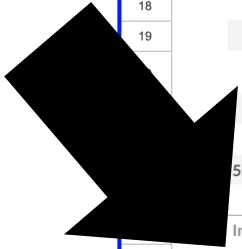
Item	Who
3:30 pm	Welcome
	Check-in
3:40 pm	Support and Time Blocking
	Back-to-School Hiccups
	Benchmarks
	Parent Meetings, SSC, & ELAC Schedules
	Healthy Kids Survey
	Site PD Day Schedules (Listenwise, Newsela, IXL, Renaissance, MyAccess)

5:00 pm Adjournment

Information Items:

[District Monthly Admin Items - August 2023](#)

[Annual Meetings](#)



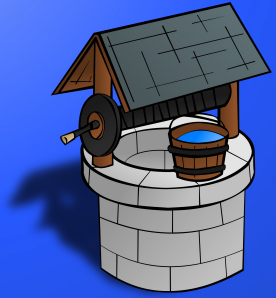
Who	Action	Due	Status
Policy, Procedure, Monthly Things To-Do			
Entire ILT	Go over ILT agenda and links	2023-08-18	
Principals	Submit Bullying Complaint Logs to Ed Services	2023-09-11	
Principals	Submit non-SPED Behavioral Emergency Logs to Ed Services	2023-09-11	
			Not Started
			In Progress
			Completed
Educational Services Including Student Services			

Aug 2023

Elegant Simplicity

So well-designed, it's appealing.

So simple, everyone can understand it right away.



Ready in your special moments?

WARM DEMANDERS

www.warmdemanders.com/cue24

CUE



7 Courses, over 120 videos and tons of resources – FREE!

→ Click the CUE logo to get FREE access to everything until April 30 →

→ Click the cards below for course descriptions →

THE LEADERSHIP BOOTCAMP



WARM DEMANDERS

CHATGPT: A BOOM OR OUR DOOM?



WARM DEMANDERS

TECH TIMESAVERS



WARM DEMANDERS

TELLING THE STORIES OF YOUR SCHOOL



25+ VID TASTER!

THE REMARKABLE ADMINISTRATIVE PROFESSIONAL!



WARM DEMANDERS

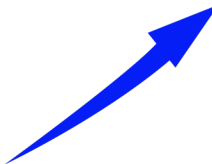
LITTLE THINGS MAKE YOU BETTER



GETTING YOUR DREAM POSITION



WARM DEMANDERS



THE LEADERSHIP BOOTCAMP



**25+ VID
TASTER!**



WARM DEMANDERS

Categories

6

THE LEADERSHIP BOOTCAMP



Timely Thoughts module

Beginning September. Deeper dives into strategies and tools from Aubrey and guest experts. Don't worry ... if you can't make it, the sessions will be recorded and saved for you! 😊



GETTING STARTED



Getting Started

Welcome to your Leadership Bootcamp!

EXCEPTIONAL TIME BLOCKING



Week 1: Exceptional Time Blocking

Time block your priorities and create a weekly finish line.

IMPACTFUL MEETING SYSTEMS



Week 2: Impactful Meeting Systems

Impactful meetings don't happen by accident. Meetings done well lead to less email, fewer parking lot discussions, and incredible clarity.

REMARKABLE CLARITY



Week 3: Remarkable Clarity

Manage hard, lead easy! Impactful school leaders stay on top of things with an information management system and exceptional clarity tools.

THE PRODUCTIVITY ALGORITHM



Week 4: The Productivity Algorithm

Manage hard, lead easy! Impactful school leaders stay on top of things with an information management system and clarity tools.

THE LEADERSHIP BOOTCAMP



1 of 59 Lessons Completed

Instructor



Aubrey Patterson

Executive Coach →

Consultant → Speaker →

CEO of Warm Demanders

Aubrey's been a teacher, principal, director, deputy superintendent, and superintendent. He loves coaching K-12, post-secondary, and corporate leaders and teaches university leadership and EdTech courses.



1-MINUTE READS



Silence Does the Heavy Lifting

[Courageous](#) [Impact Tips](#) [Meetings](#)

Feb 05, 2023

by [Aubrey Patterson](#)

Do you have someone on your team that always chooses negativity and loves to bring any room to the lowest common denominator?

You know, the kind of person that you...

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Thank you!



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SPRING CUE 2024

I'm thrilled to be part of Spring CUE!

Don't forget to check out Rushton's [resource page](#) for even more excellent leadership and learning resources.

If you have questions during the sessions or after you're home, just [email me](#) and I'll get back to you right away!

Aubrey

