

TOOL BOX

TOP THREES¹ LEADERSHIP TRANSITION WORKSHEET

Directions: Please think through and respond to the following questions regarding your experience at this school.

Name:

Position:

1. My Top Three Toughest Challenges as a leader here are/have been:

2. My Three Best Practices as a leader here are:

3. The Three Most Important Documents relating to my work here are:

¹ Source: Bonner Curriculum: Planning Leadership Transition

4. The names and positions of Three Key People on campus and what they get done are:

5. The Three Best Ways to inspire loyalty and/or action here are:

6. The Three Key Yearly Activities here (and my role in making each happen) are:

7. Three Key Community Contacts that I/we have are:

8. Three Most Important Traditions that we have are:

9. Three Most Important Events that we have are:

10. If I were to do this year over again, I would do These Three Things Differently:

