



# CPR Card™:

## Continuous Progress Report Card

*Set Goals. Stay Focused. Get It Done!*

GUIDE

Every year, schools and districts across the country develop improvement plans.

Every year, many of them have difficulty following through on implementing the plan with fidelity.

In order to accomplish the aims of the plan, we have to follow-through.

There must be a better way.

The CPR Card™ (Continuous Progress Report Card) is a simple but powerful tool for managing, monitoring and communicating progress of long-term strategic plans as well as day-to-day work plans.

Using the CPR Card™ will transform the culture of your team or organization from the inside out! After using the CPR Card™ a few times, you will notice rapid, significant improvement in your team's focus, cohesiveness, productivity and performance!

**Set Goals. Stay Focused.  
Get It Done!**

With the CPR Card™, you can take your improvement plan or project plan - with all of its details - and make it work for you!

- Sequence your work and monitor it continuously.
- Communicate progress to all stakeholders.
- Hold everyone accountable for follow-through.
- Keep transparent records of your accomplishments and challenges.
- Align day-to-day work to your long-term plan.

### WHAT YOU WILL DO

- **Set Goals:** List the most important or highest priority performance objectives for this planning period. Be sure to express the objectives in outcome terms. Include the completion date and a lead-person (not a team) for each performance objective. Then, break down the larger performance objectives into smaller, manageable "chunks". Specify the time, due date and lead-person for each sub-task.
- **Stay Focused:** Use the online CPR Card™ tool to organize your major tasks and sub-tasks for your planning period. Monitor and discuss your team's progress in regular intervals. If need be, modify CPR Card™ entries to reflect changes. Be sure to communicate progress and refinements to all stakeholders.
- **Get It Done!:** You can use the CPR Card™ for projects of any size or complexity, including monitoring your annual plan, executing roll-out of products/programs, coordinating the work of multiple departments and more. Besides helping you get your work done more effectively, the CPR Card™ will transform how your team or organization gets its work done. It will lead to a **culture of high expectations, high support, high trust, and high performance.**