

## 5 Quick Wins

# To Drive Your Internal Meetings with Data

**Walk Away From Your Meetings Empowered** with Clear Action Steps to:

**Increase Class Attendance** • **Lower Referral Rates** • **Build Better Relationships with Your Students**

- 1. Have clearly defined questions.** Data review can feel overwhelming when you try to look at everything at once. Clearly defined questions will help your team prioritize what data to review and make action-planning feel more manageable.
- 2. Know where to access data.** Nothing derails a meeting faster than spending your time looking for data instead of actually discussing it. Prepare ahead of time by reflecting on the questions and using data to present your perspective.
- 3. Focus on relevant data.** Don't share data with your colleagues that they can't influence. Instead, review data with the right people who can take ownership of the matter and put steps in place to make progress.
- 4. Create a culture of trust.** Sometimes data reveals surprising information. Rather than becoming defensive or looking for someone to blame, use the data as a tool to reflect and turn conversation into action items to help students succeed.
- 5. Discuss the data regularly.** Set aside a dedicated time to review data and discover solutions to improve student outcomes. Check in with your colleagues, hold each other accountable, and chart your progress.

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