



Leader Ready

Print Ready

Use On Monday

Friday Resource Drop

Friday Resource Drop is a weekly toolkit built for school leaders who need clarity and follow through fast

Whats included in the \$12 monthly subscription

- New Friday Resource Drop every week, one practical tool, a quick start, and a printable workspace
- Vault access, download past drops anytime, organized by leadership and operations topics
- Ready to use templates, meeting tools, trackers, scripts, checklists, and implementation plans
- Print-ready PDFs, designed to hand to a team, or complete solo in 10 to 45 minutes
- Cancel anytime

Tool Map

- Overloaded week, start with Weekly Priority Filter, go to Page 3
- Behind, stressed, start with 30 Minute Clarity Reset, go to Page 4
- Meetings drift, start with 45 Minute Team Meeting, go to Page 5
- Messages unclear, start with Communication Script Builder, go to Page 6
- Tools not sticking, start with Implementation Tracker, go to Page 7

Pick one tool. Complete the workplace. Commit to one action within 24 hours and check for evidence.

Weekly Priority Filter

Choose one priority, protect time, create traction

Use When

- Everything feels urgent
- No traction
- Too many priorities
- Constant pivots

Leader Quick Start

Use when: Too many priorities

Time: 10 minutes

Share with: Admin team, grade team, or yourself

Do first: Write Friday outcome, pick one priority, schedule three actions.

Mini Example:

Priority: improve morning arrival

Outcome: 90% on time by Friday

Leader note:

Protect one priority for one week, then review evidence and adjust.

Printable Workspace

Priority, name the one priority you will protect this week

Outcome, describe Friday success in one sentence

Actions, list three actions, include owner and date

3 Steps

- Choose one priority
- Define Friday success
- Schedule three actions

30 Minutes Clarity Reset

A fast reset when the week is slipping

Use When

- You feel behind
- Energy is dropping
- Too many loose ends
- You're reacting all day

Leader Quick Start

Use when: You feel behind, too many loose ends

Time: 30 minutes

Share with: Self or one team

Do first: Timer on, dump everything, decide must do, commit next three moves.

Mini Example:

Dump: Email backlog, staffing gap

Commit: 3 next moves on the calendar

Leader note:

Clarity beats intensity, get it out of your head and onto the page

Printable Workspace

Dump list, dump everything on your mind, no sorting

Decisions, circle must do today, must do this week

Commitments, schedule your next three moves

3 Steps

- Dump everything
- Decide must do
- Commit next three moves

45 Minutes Team Meeting

Structure the meeting, capture decisions and assign owners

Use When

- Meeting drift
- Too many updates
- Decisions unclear
- No follow through

Leader Quick Start

Use when: Meeting drift, too many updates

Time: 45 minutes

Share with: Leadership team, office team or grade team

Do first: List decisions needed, time box agenda, close with owners and due dates.

Mini Example:

Decision: hallway coverage schedule

Owner: AP, due Wed

Leader note:

No owner means no decision, end with owners and due dates every time.

Printable Workspace

Purpose, one sentence

Agenda, time boxes

Decisions, owner and due date

3 Steps

- Set purpose
- Run agenda
- Close with owners

Communication Script Builder

Write one clear message that increases follow through

Use When

- Confusion is spreading
- Mixed expectations
- Need consistency
- Follow through is low

Leader Quick Start

Use when: Confusion is spreading, mixed expectations

Time: 12 minutes Share with: Staff or families

Do first: Write headline, add why, state the ask with deadline and how you'll follow up.

Mini Example:

Headline: Arrival starts at 7:45

Ask: Enter Door 2 daily

Leader note:

Clarity is kindness, write it so someone can comply without guessing.

Printable Workspace

Audience, who

Headline, one sentence

Why, two sentences

Ask, what by when

3 Steps

- Headline
- Why
- Ask with deadline

Implementation Tracker

Keep tools from becoming another document

Use When

- Great ideas fade
- Inconsistent routines
- Hard to sustain
- Too many initiatives

Leader Quick Start

Use when: Great ideas fade, inconsistent routines

Time: 8 minutes weekly

Share with: Team leads and owners

Do first: Pick one tool for 2 weeks, track evidence, adjust Friday.

Mini Example:

Tool: meeting template, start Monday

Evidence: decisions logged weekly

Leader note:

Consistency is a system, not a mood, track evidence weekly.

Printable Workspace

Tool, next two weeks

Evidence, what proves it

Friday check, what

Adjustments, keep change stop

3 Steps

- Select tool
- Track evidence
- Adjust and repeat

7 Day Implementation Plan

Turn one tool into a routine, in one week / Keep it simple. One tool. One week. One visible outcome.

Checklist

- ☐ **Day 1:** choose the tool, complete the workspace, share it
- ☐ **Day 2:** implement the first action, capture one note
- ☐ **Day 3:** check evidence, what did you see or measure
- ☐ **Day 4:** make one adjustment, simplify if needed
- ☐ **Day 5:** repeat with the adjustment, capture one example
- ☐ **Day 6:** review what worked, what did not, what surprised you
- ☐ **Day 7:** decide, keep, modify, or swap next Friday

Tutors