

# BACK TO SCHOOL



Choosing Excellence™

## The Three Es

(Hoglund, 2000)

What kind of **ENVIRONMENT** do you want to have in your classroom? school?

What are your **EXPECTATIONS** for:

- ☆ yourself?
- ☆ your students?
- ☆ your team/grade level?
- ☆ your school?

What **EVALUATION** process will you use for:

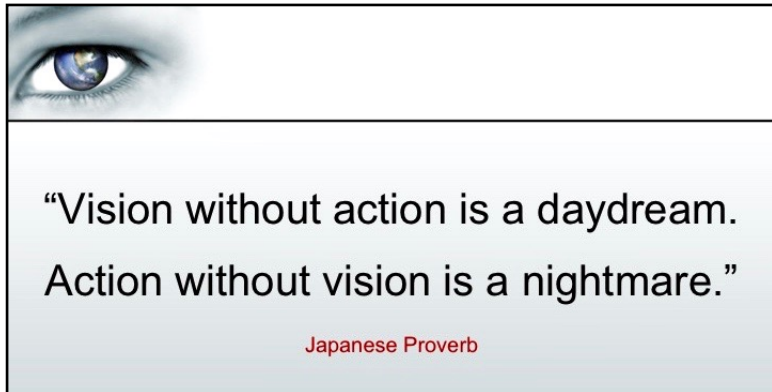
- ☆ yourself?
- ☆ your students?
- ☆ your school?

*"Education is the process through which we discover that learning adds quality to our lives."*

*William Glasser, M.D.*

Developing a Class Mission Statement during the first week or two of school is a powerful tool.

Mission Statements can be developed using different quality tools and strategies. Any of these three, fairly easy methods may be used. The Quality Tools are an Affinity Diagram, Cooperative Class Meeting™, or a Mind Map. The proven benefits of creating a Class Mission Statement is that it involves the students, increases buy-in, creates alignment, and solidifies a commitment to creating the kind of classroom they would like to have.



**"Vision without action is a daydream.  
Action without vision is a nightmare."**

Japanese Proverb

The Mission Statement should be posted in the room, in each student's data folder, reviewed on a daily (weekly) basis and revisited at key points throughout the school year, such as after holidays, semester breaks and testing.

The Mission Statement can also serve as your class rules.

**How to Create a Class Mission Statement Using an Affinity Diagram** will be covered in this newsletter. **Creating Missions Using Cooperative Class Meetings™** and **Creating Mission Statements Using Mind Mapping** will be the topic of the next two newsletters.

Help yourself get a great start this year!

*Bob*

[bob@bobhoglund.com](mailto:bob@bobhoglund.com) / (480) 861-3116 / <https://bobhoglund.com>

LinkedIn: Bob Hoglund                      Twitter: bobhoglund  
Facebook: Bob Hoglund, Inc. and Choosing Excellence™

## Creating Mission Statements Using an Affinity Diagram

An **Affinity Diagram** is an interactive data collection tool, which allows groups to identify, display and process a large number of ideas in a short time frame.

Process:

- Select the goal or topic. In this case, to write a Class Mission Statement.
- Decide what questions you want to use to gather information (data).  
Two simple, effective questions that lead to effective Mission Statements are:
  - ★ What is our purpose in this class? (Why are we here? To do what?)
  - ★ How will we accomplish our purpose?
- Write each question on a separate sheet of chart paper and hang it on the wall with tape or pins.
- Arrange students into groups of 3 (or 4).
- Instruct each group to brainstorm ideas for each question.
- Each group will select and write three to five ideas (one idea per Post-It) for each question that best represent the groups' opinions/beliefs.
- The group will select one member to gather the three to five Post-Its.
  - ❖ The student will then go to the appropriate chart paper and place/move their Post-its into natural groupings (by content/Affinities).
  - ❖ Notes can be grouped and regrouped by anyone at any time. If one of the ideas fits more than one group, a duplicate entry can be made and posted in both groups.
- Using a larger Post-It, (or just writing on the paper) a **Header** (summary title) is created for each column or cluster. There are usually three to eight different categories for each question.
- Once the headers (Affinities) are labeled, the teacher (or a student) reads the headers to the class.

Options:

1. Continue with Small Groups:
  - a. Have each small group write their own Mission Statement and share it with the class.
  - b. Have the class choose common components they want to include in the Mission.
  - c. Have the whole class contribute to the wording of the Mission Statement.
2. Whole Class:
  - a. List the headers and have each student "vote" for their three favorites.
  - b. Identify the top three to five words or concepts (headers).
  - c. Have the whole class participate in writing the Mission Statement together based on the top three to five vote getters.
  - d. Hang the Mission Statement on the wall and refer to it often.



Examples of actual Affinity Diagrams with headers (The key concepts from which the Mission Statement will be written).

