**SPOTLIGHT**



 **MOMENT**

 ***(Differentiation Pays Off)***

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| **My School** | **Research School** |
| **What was the reason for the action?** | **What was the reason for the action?** |
| **What did you do? Why?** | **What did they do? Why?** |
| **What happened? In hindsight, would you change anything? Why?** | **What happened? In hindsight, would you/they change anything? Why?** |
| **Why did it work?** | **Why did it work?** |
| **My additional notes/comments:** |

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| --- |
| **End of Day Planning Brainstorming Guide:****What have we learned? Why is it important to us?** |
| **How will we know if it worked? What evidence will we collect? How?** |
| **What will we do? When? Who will do it? What are the steps of implementation?** |
| **Brainstorming Zone:** |