

# TIMELY TIPS

## Staff Management

Reflecting on the Pros & Cons of your Yearbook Processes

### OBJECTIVE

Students will evaluate the effectiveness of their yearbook staff's organizational systems by identifying current strengths, challenges and actionable improvements to stay on schedule and informed.

### MATERIALS NEEDED

- Whiteboard or shared digital workspace
- Current yearbook ladder or deadline calendar
- [January Adviser Monthly Checklist](#)

### PART 1

#### INTRODUCTION (5 MINUTES)

Explain that staying organized and up to date is just as important as writing, design and photography. These directly affects deadlines, stress levels and quality of work.

**Ask:**

"When deadlines are approaching, how confident are you that the current yearbook process is efficient enough to complete all tasks?"

Write the comments on the whiteboard or type them for the class to see during this discussion.

### PART 2

#### DIRECT INSTRUCTION (15 MINUTES)

Divide students into small groups.

Have each group complete a Pros & Cons Reflection based on what was discussed as a class.

**Pros:**

- What is working well?
- What helps you stay on track?
- What saves times

**Cons:**

- What causes miscommunication?
- What feels outdated or unclear?
- Where do deadlines or expectations get lost?

### PART 3

#### CONCLUSION (15 MINUTES)

Bring the class back together and discuss patterns.

**Ask:**

- What issues came up multiple times?
- Which systems are the most helpful?
- Which systems need adjustments instead of replacements?

Then ask students to propose one realistic improvement. Encourage students to revisit this reflection later in the year to measure growth. To help your yearbook staff plan for the remainder of the school year, review our [Monthly Checklists](#).