

## DIRECTOR SELF- EVALUATION TOOL

Ask yourself these questions... the listen to your answers.... and discuss them ...  
**BUT only if you want the truth!!!**

1. **What did you do that you are most proud of this past year?**
2. **What was your biggest challenge?**
3. **What was your biggest disappointment?**
4. **If you had it to do over again, what would you do differently?**
5. **What did you find to be the most stimulating & caused you to grow the most?**
6. **What was the most fun?**
7. **What are you looking forward to doing in the coming year?**
8. **What worries you the most about the coming year?**
9. **What would you like to say about your performance one year from now?**
10. **How can the chorus help you?**
11. **How can the management team / board help you?**
12. **How can the music staff help you?**
13. **List your accomplishments since the last review.**
14. **What are your new goals, strategies?**

## Director FAQs

This week is an opportunity to network with other directors. Feel free to ask other directors for help in finding effective answers to any of these questions!

### 1. Potential Burnout

- a. How do you keep your own enthusiasm up week after week and year after year?
- b. How can you tell if you're approaching burnout? What are the danger signs?
- c. What can be done to refresh victims of burnout?
- d. Discuss the pros and cons of taking a "leave" from your chorus.
- e. Where can I go for inspiration!

### 2. Finding Arrangements.

- a. How can I find arrangements to fit the level of my chorus?
- b. Which arrangers create material for my level chorus?
- c. Can I call an arranger and discuss the arrangements before I buy it? What questions do I need to ask?

### 3. Contracts and Salaries

- a. How necessary is a director contract?
  - What must be included?
  - How about multiple years contracts?
  - What if I want to break the contract? How binding is it?
- b. How much can I expect in salary?
  - Is salary related to contest scores?
  - Should it be based on number of members in the chorus?
  - Is a flat salary better, or should it be by the hours or events required?

### 4. Competition in Perspective

- a. What do I do with the score sheets once I get them?
- b. Where can I go to get help in interpreting the score sheet?
- c. How can I find the time to work on new repertoire when I need to try to perfect the contest material?
- d. Help me with how to handle disappointing scores when we've worked so hard. What do I say to the chorus and still keep them enthused about going back to contest?

### 5. Qualifying Tapes

- a. How can I get my chorus to meet taping deadlines?
- b. What criteria can a tape really be judged fairly on?
- c. What about using 'one-on-ones' instead of taping?
- d. What good is a taping program when we know singers will still make mistakes?

### 6. Alternate Events to Contest

- a. Share activity/event ideas other than competition.

## HANDOUT 2

- b. What about chorus trips? How do you handle those that can't go?
- c. How do you set up "Shows on the Road", or shows with other choruses, logistically and financially.

### 7. Delegating

- a. Help me trust enough to delegate part of this big job to other singers.
- b. What can be delegated and what should not?
- c. What do I do if the talent is just not available?
- d. What do I do with too many talented people who each need a job?

### 8. Management Team Issues

- a. What do I do if the chorus wants to be under team management and I'm really not interested?
- b. How do I handle a team that won't support my music plan?
  - Costumes?
  - Coaches?
  - Arrangements?
  - Shows?
- c. How do I handle the conflicts between the music staff and the management team/board?

### 9. Coaching

- a. How do I find the coach that's best for my chorus?
- b. Is it best to use a variety of coaches to cover different skills or stick to one for consistency?
- c. Why do coaching fees vary so much? Do I have to get an expensive one to get quality coaching?
- d. Where can I get advice in choosing a coach?

# ONE MINUTE FOR MYSELF

SPENCER JOHNSON, MD

- I treat myself the way I would like others to treat me.
- Simplify.
- In one minute I can change My attitude . . .  
And in that minute I can change my entire day.
- When I take good care of myself, I feel less angry . . .  
toward myself and others.
- And when I am happier I work better and I treat others better.
- The greatest reason for outer success . . .at work and in life . . .is inner success.
- I realize that taking care of business, means taking care of my "Self."
- I often stop during the day for One Minute to look and listen.
- I look at what I am thinking or what I am doing and ask myself,  
"How can I take good care of myself?"
- I quietly listen for an answer within me--to the wisdom of my 'Best Self' and discover what is  
really best for me.
- When I *clearly* see what is best for me, I usually do it.

## ***WHY IT WORKS:***

- When I take good care of myself, I am less angry and happier . . .with myself and others.
- When I am happier, I work better. And I treat the people around me better.
- One of the best ways I can help other people is to encourage them to take better care of  
themselves and to reward them when they do.
- When other people take good care of themselves they are happier. . . with themselves  
. . . .and with me!

*I love myself enough to give myself this gift . . .  
it can only come from me.*