



Creating Work/Life Balance: AR Year 1 Narrative

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School Name: Sugar Creek Elementary

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Background Leading to My Inquiry (Slide 2)

I've been in my current role for nine years and find myself not feeling joyful about the work I do. I feel that I have a checklist that is ongoing, and that I don't have the mental energy left at the end of the day to be present for my family. I'm wondering if my thinker phase psychological needs of 1) recognition of work and 2) time structure are not being met. I wonder if I could find a way to reflect on those and/or prioritize my time differently, would that improve my job satisfaction?

The Purpose of My Inquiry (Slide 3)

The purpose of my action inquiry was to find ways to create a better work/life balance.

My Wondering (Slide 4)

With this purpose, I wondered . . .

- How am I spending all my time?
- Am I managing or am I leading?
- Could I organize my time in a way that allows time for leading? If so, what would that look like?
- What brings me joy in the work I do?
- Am I taking physical or mental work home in the evenings?
- Would tracking and analyzing how my time is spent will allow me to identify and prioritize what brings me job satisfaction?
- If I leave work feeling accomplished, will I be able to be more emotionally available to my family?
- If I accomplish those things, will I be able to find a better work/life balance?

My Actions (Slide 5)

I began by collecting data on how my time is spent each day by recording my daily schedule in 15-minute increments. I then categorized my daily schedule and analyzed how my time is used.

Calendar (timeline):

- November-December: Recorded daily activities in 15-minute increments on my calendar
- February: Analyzed results by categorizing how time was spent to look for trends.

- March-Reflected on data and reviewed my PCM to look at my psychological phase needs.
- April-Shared results at IPLI

Data Collection (Slide 6)

For the months of November and December, I recorded my daily activities on a calendar. Originally, I started with a separate paper and then transitioned to using an electronic calendar. I grouped by daily activities into 6 categories:

- Emails/Managerial/Planning
- Unplanned Response (student response, crisis)
- Coaching/Observations
- Professional Learning
- Other (included anything not documented or didn't fit into above categories)

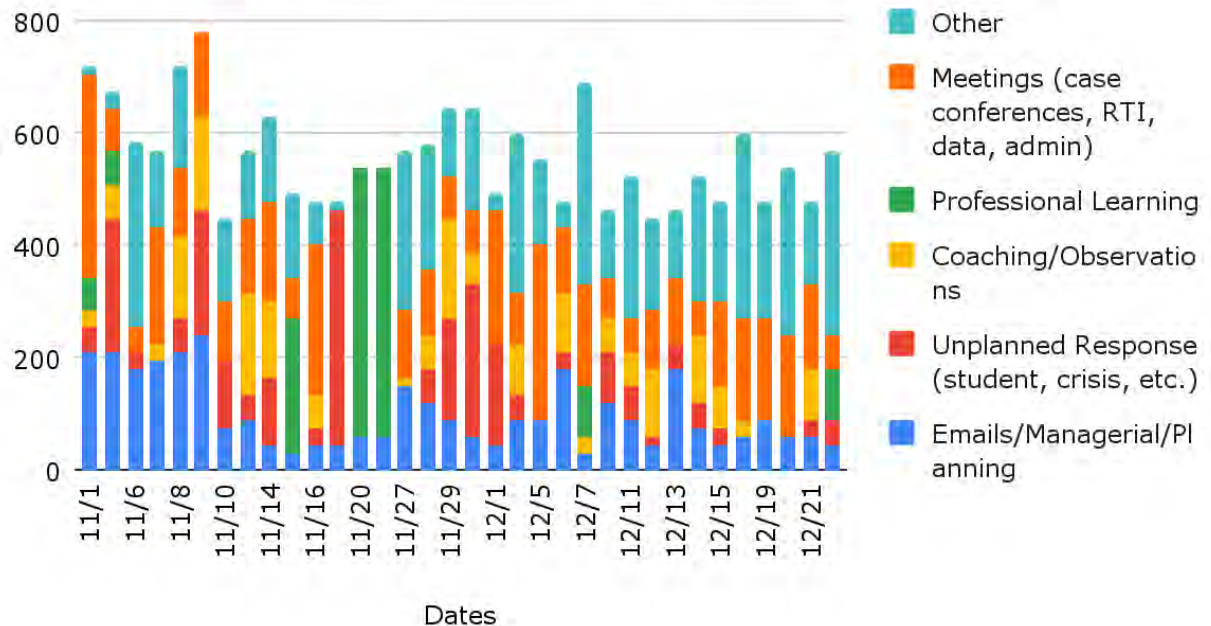
Once categorized, I put my data into a spreadsheet so I could create graphs and look for trends.

My Data (Slides 7-10)

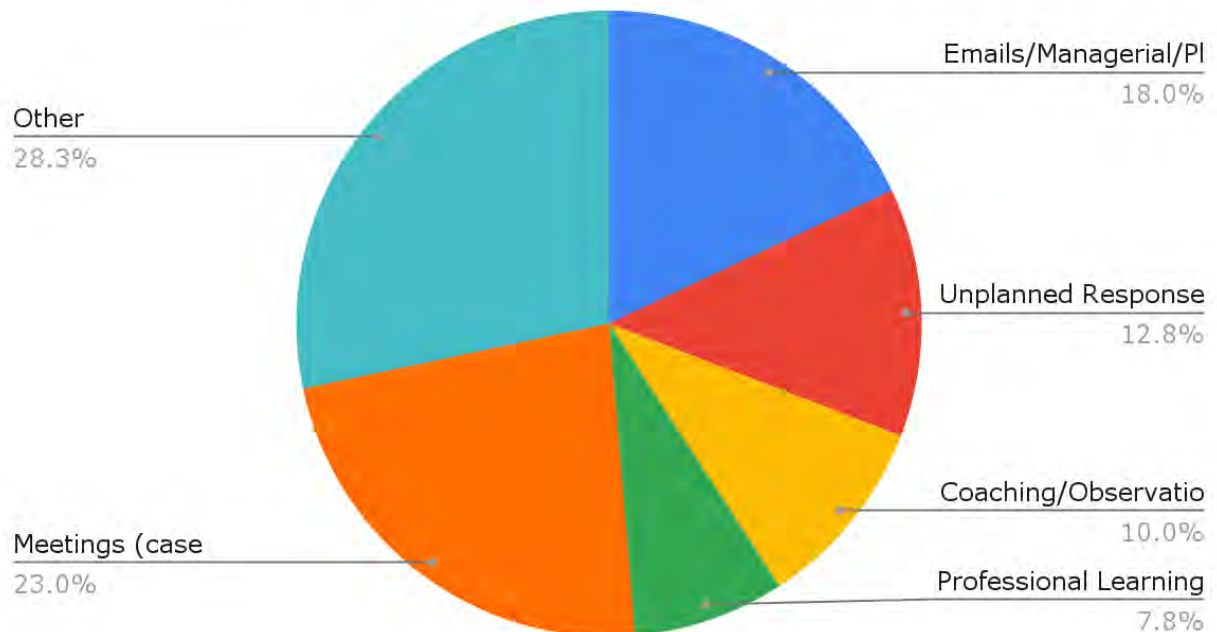
Sample of data spreadsheet:

Type of Activity	11/1	11/2	11/6	11/7	11/8	11/9	11/10	11/13	11/14	11/15
Emails/Managerial/Planning	210	210	180	195	210	240	75	90	45	30
Unplanned Response (student, crisis, etc.)	45	240	30	0	60	225	120	45	120	0
Coaching/Observations	30	60	0	30	150	165	0	180	135	0
Professional Learning	60	60	0	0	0	0	0	0	0	240
Meetings (case conferences, RTI, data, admin)	360	75	45	210	120	150	105	135	180	75
Other	15	30	330	135	180	0	150	120	150	150
Total minutes worked	720	675	585	570	720	780	450	570	630	495
Total hours worked	12	11.25	9.75	9.5	12	13	7.5	9.5	10.5	8.25

Daily Activity (by date)



Daily Average in November & December



My Discoveries (Slides 11-15)

Learning Statement 1: *I work longer than 8 hours most days.*

In 24/34 days, I worked longer than 8 hours and averaged 10-hour days. Working longer days left me less time for family and for myself.

Learning Statement 2: *My 'thinker phase' psychological needs aren't getting met.*

Less than 25% of my day includes activities that meet my psychological needs. I don't designate time to allow myself to have productive time for my task. Additionally, my time isn't always used efficiently (others interrupt, I prioritize other's needs over my own).

Learning Statement 3: *I need to take breaks to recharge so I can be more productive.*

I spend 40% of my day responding to unscheduled situations and/or crisis events, which is for others. Responding to the needs of others takes away time from me being able to do what I need to accomplish.

Where I Am Heading Next (Slides 13-15)

Overall, I have realized that my feelings of stress may be due to the fact I am working long hours and can feel overwhelmed easily when I don't have time to feel productive. I also found the PCM very helpful for identifying potential stressors and ways to make change before they affect me negatively. I brainstormed some solutions/things to consider in the future when feeling stressed:

- Make a to-do list to triage necessary work at the end of each day.
- Be aware of how many hours I'm working each day, and allow myself to stop working after an 8 hour day at least one day/week.
- Set aside 1 hour/week to get things done off my to-do list (close office door/no interruptions).
- Reflect daily with the following questions to feel productive/satisfied even when the schedule is outside of my control: How have I used my time productively? How have I accomplished important things? Have I learned something useful? How have I helped others become more capable?
- Instead of pushing through, I should take a break so I have the energy to be more focused/productive.
- Make time for myself to feed my senses, especially at times when my daily schedule doesn't have activities that fulfill my 'thinker phase' needs.

AR Project: Creating Work/Life Balance

Mrs. Cris McCoy
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The purpose of my action inquiry was
to find ways to create a better
work/life balance.



My Wonderings

I wonder if tracking and analyzing how my time is spent will allow me to identify and prioritize what brings me job satisfaction?

I wonder if I leave work feeling accomplished, will I be able to be more emotionally available to my family?

I wonder if I accomplish those things, will I be able to find a better work/life balance?

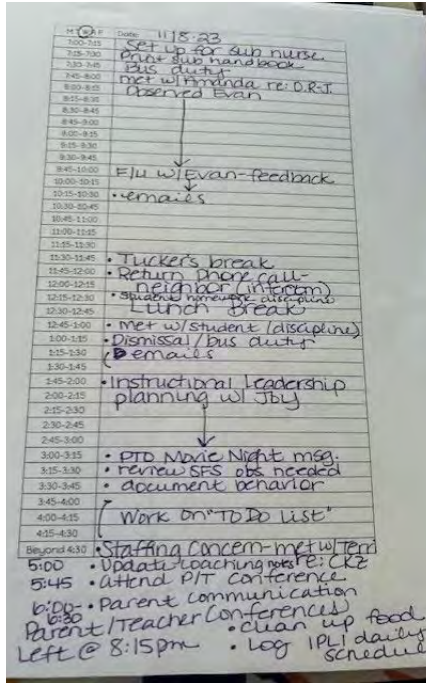


My Actions

Months 1-2	November & December	Recorded how I was spending my time in 15 minute increments on calendar.
Month 3	January	Organized data into 6 categories, looked for trends.
Month 4	February	Reflected: What did my data tell me about how I'm spending my time?
Month 5	March	Made lists of possible changes in practice based on what I learned.
Month 6	April	Shared results.

Data Collection

Started like this...



but turned into this!



Why? It Was too time consuming to write it all down!

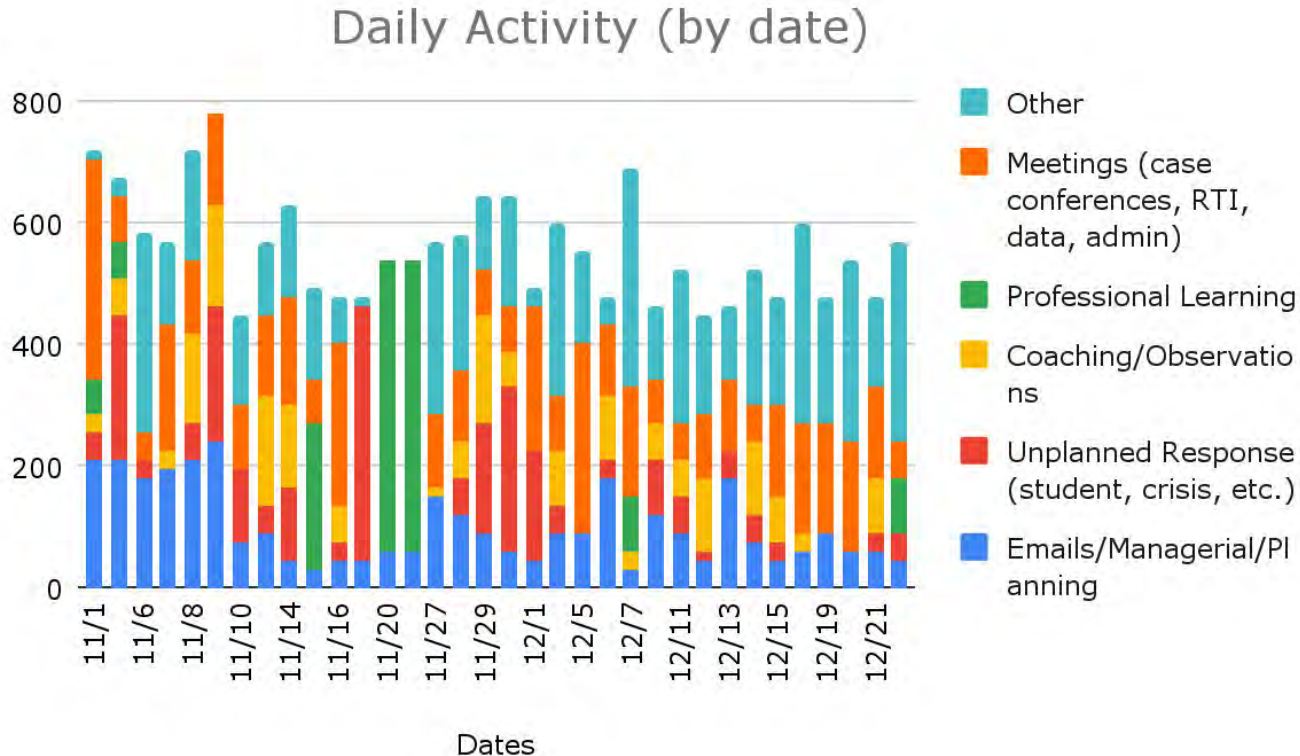
Categorized Data (sample)

I converted everything from my calendar from November & Decemter into the 6 categories listed below so I could analyze how my time was being spent.

Type of Activity	11/1	11/2	11/6	11/7	11/8	11/9	11/10	11/13	11/14	11/15	11/16
Emails/Managerial/Plan ning	210	210	180	195	210	240	75	90	45	30	45
Unplanned Response (student, crisis, etc.)	45	240	30	0	60	225	120	45	120	0	30
Coaching/Observations	30	60	0	30	150	165	0	180	135	0	60
Professional Learning	60	60	0	0	0	0	0	0	0	240	0
Meetings (case conferences, RTI, data, admin)	360	75	45	210	120	150	105	135	180	75	270
Other	15	30	330	135	180	0	150	120	150	150	75

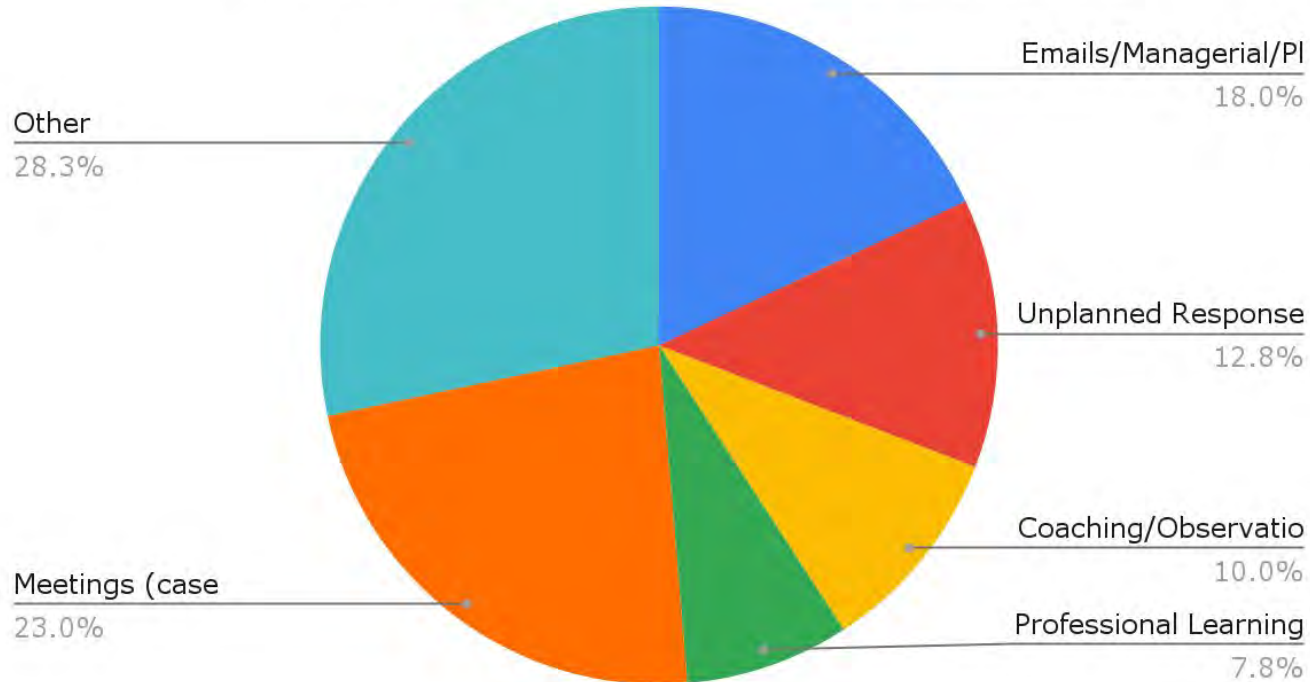
Looked for trends...

How was I spending my time overall?



How was I spending my time most days?

Daily Average in November & December



What I hadn't thought about:

Type of Activity	11/1	11/2	11/6	11/7	11/8	11/9	11/10	11/13	11/14	11/15
Emails/Managerial/Planning	210	210	180	195	210	240	75	90	45	30
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I saw that I was working much more than 8 hours a day
(and my data didn't include my lunch break, which I skipped at least once per week.)

My PCM Leadership Profile

Cris McCoy

 **Phase**
Thinker

 **Base**
Harmonizer 



Thinker phase motivators:

Recognition of productive work:

- thrive on achievement
- planning and accomplishing tasks is intrinsically rewarding
- enjoy using problem solving skills

Time structure:

- value how time is spent
- important to use time efficiently and productively
- need to have a clear schedule

My Discoveries

Learning Statement 1

I work longer than 8 hours most days.



Learning Statement 2

My 'thinker phase' psychological needs aren't getting met.



Learning Statement 3

I need to take breaks to recharge so I can be more productive.



Learning Statement 1:

I work longer than 8 hours most days.

In 24/34 days, I worked longer than 8 hours and averaged 10-hour days. Working longer days left me less time for family and for myself.

Solutions:

- Make a to-do list to triage necessary work at the end of each day.**
- Pay attention to how many days I'm working late and make a conscious effort to stop working after 8 hours at least one day/week.**

Learning Statement 2:

My 'thinker phase' psychological needs aren't getting met.

-Less than 25% of my day includes activities that meet my psychological needs. I don't designate time to allow myself to have productive time for my tasks. Additionally, my time isn't always used efficiently (others interrupt, I prioritize other's needs over my own).

Solutions:

- Set aside 1 hour/week to get things done off my to-do list (close office door/no interruptions)
- Reflect daily with the following questions to feel productive/satisfied even when the schedule is outside of my control: How have I used my time productively? How have I accomplished important things? Have I learned something useful? How have I helped others become more capable?

Learning Statement 3:

I need to take breaks to recharge so I can be more productive.

I spend 40% of my day responding to unscheduled situations and/or crisis events.

Solutions:

- Instead of pushing through, I should take a break so I have the energy to be more focused/productive.**
- Make time for myself to feed my senses, especially at times when my daily schedule doesn't have activities that fulfill my 'thinker phase' needs.**

Thank you!