



## How can I free up my time to allow me to build instructional relationships with my staff?

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### **Background Leading to My Inquiry**

I never had a feeling of accomplishment at the end of the day. I couldn't get into the classrooms to visit and observe instruction. Finally, the current evaluation tool was not effective for the feedback that my teacher's needed and deserved.

### **The Purpose of My Inquiry**

Therefore, the purpose of my action inquiry was to see where my time was being spent and how I could free up my time so I could be an instructional resource for my teachers.

### **My Wondering**

I wondered what most of my time was being taken up by and how I could change this to be a better resource.

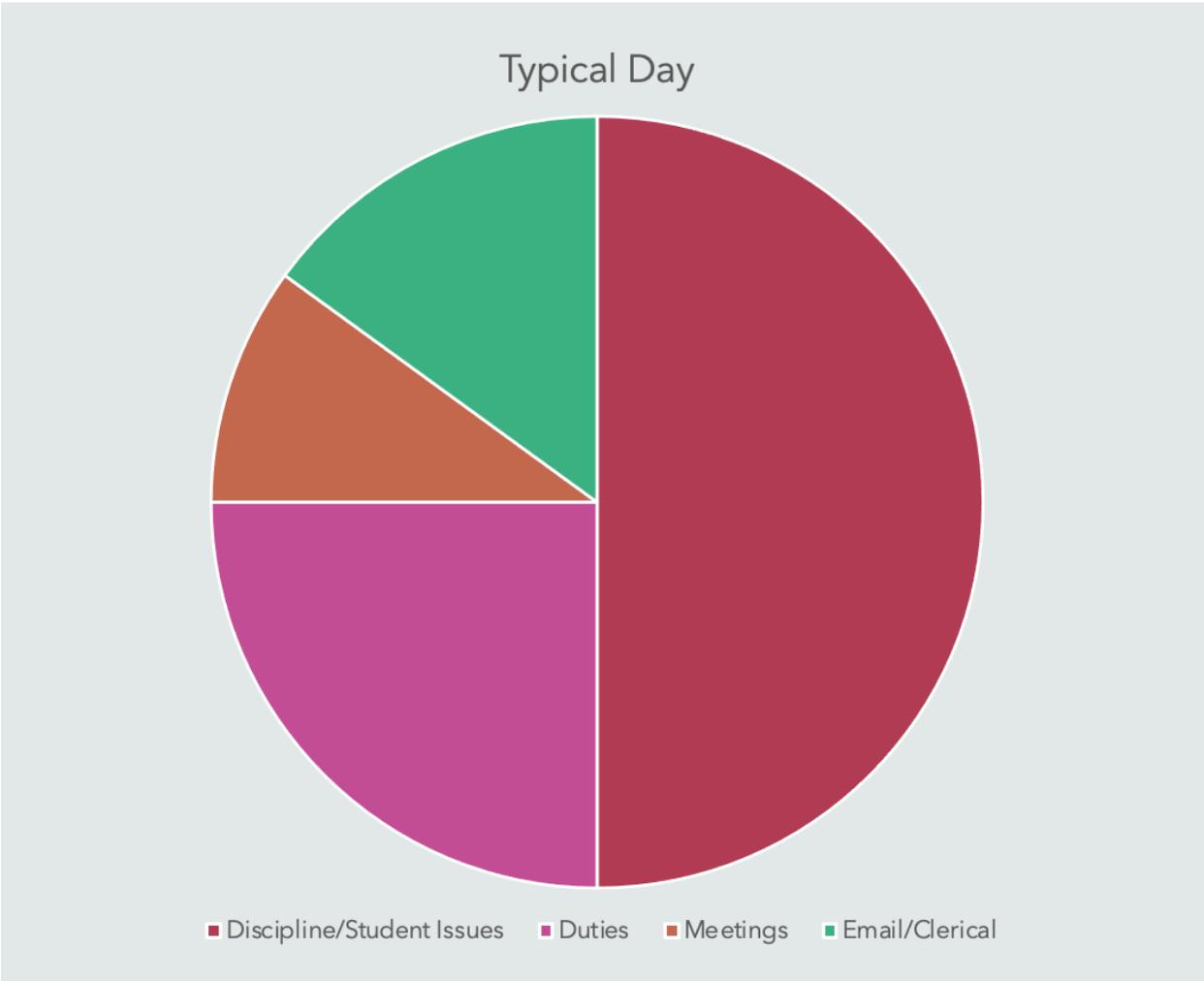
### **My Actions**

In the beginning of this project, I had a clear idea of what I wanted to see but the process was not clear. I originally created a calendar to keep track of all my actions. After the first week of tracking, I realized it was not a realistic approach to gathering data. This realization was based on the fact my inquiry was regarding freeing up my time. Instead of looking at freeing up my time, I created a method of tracking that took up more of my time than I had. It was not possible to try to recall every moment of the day or track with that approach during the day. My next step was to create a week tally sheet. This was something I could keep open on my computer and it was easier to track fifteen minutes relating to an item. To make this effective I had to categorize like tasks. I completed a month of tracking on tally sheets.

### **Data Collection**

I used a simple time log checklist to tally the different categories for my data collection.

**My Data**



## Task Log

Date \_\_\_\_ WEEK 2-28-22 \_\_\_\_\_

<b>I = 15 MINUTES</b>					
	M	T	W	TH	F
Discipline	II	II	II	III	
<b>Student 1:1</b>	IIIIII	IIIIII	IIIIII	IIIIII	IIIIII
Meeting	II		III		IIIIII IIII
<b>Morning Lot</b>	II	II	II	II	II
Lunchroom	II	IIII		IIII	II
<b>Dismissal Lot</b>	II	II	II	II	II
Email	III	II	II	II	II
<b>Paperwork</b>	I	I	I	I	

MORNING PARKING LOT – 7:45 -8:15

AFTERNOON PARKING LOT – 2:35 -3:05

## My Discoveries

After looking over my task logs, I have come to discover that most of my day is being spent with discipline and duties. After reflecting, I am both a base and phase harmonizer. When I took over the principalship at my school, my goal was to free up my teachers' time so they could focus on instruction and building relationships with their students. I reworked systems that were in place such as arrival and dismissal duties. Three years later, I now realize that my need to have a happy workplace or be the harmonizer has created a situation on dependence on me. My staff looks to me to for everything instead of becoming creative problem solvers.



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up my time to  
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*Background  
into my  
inquiry?*

Feeling of never accomplishing anything within a day

Not being able to visit classrooms

Evaluation tool not effective for teacher feedback

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*The purpose of  
my inquiry is:*

- To free up my time so I can be a better instructional resource for my teachers
-

# *My Wonderings Were:*

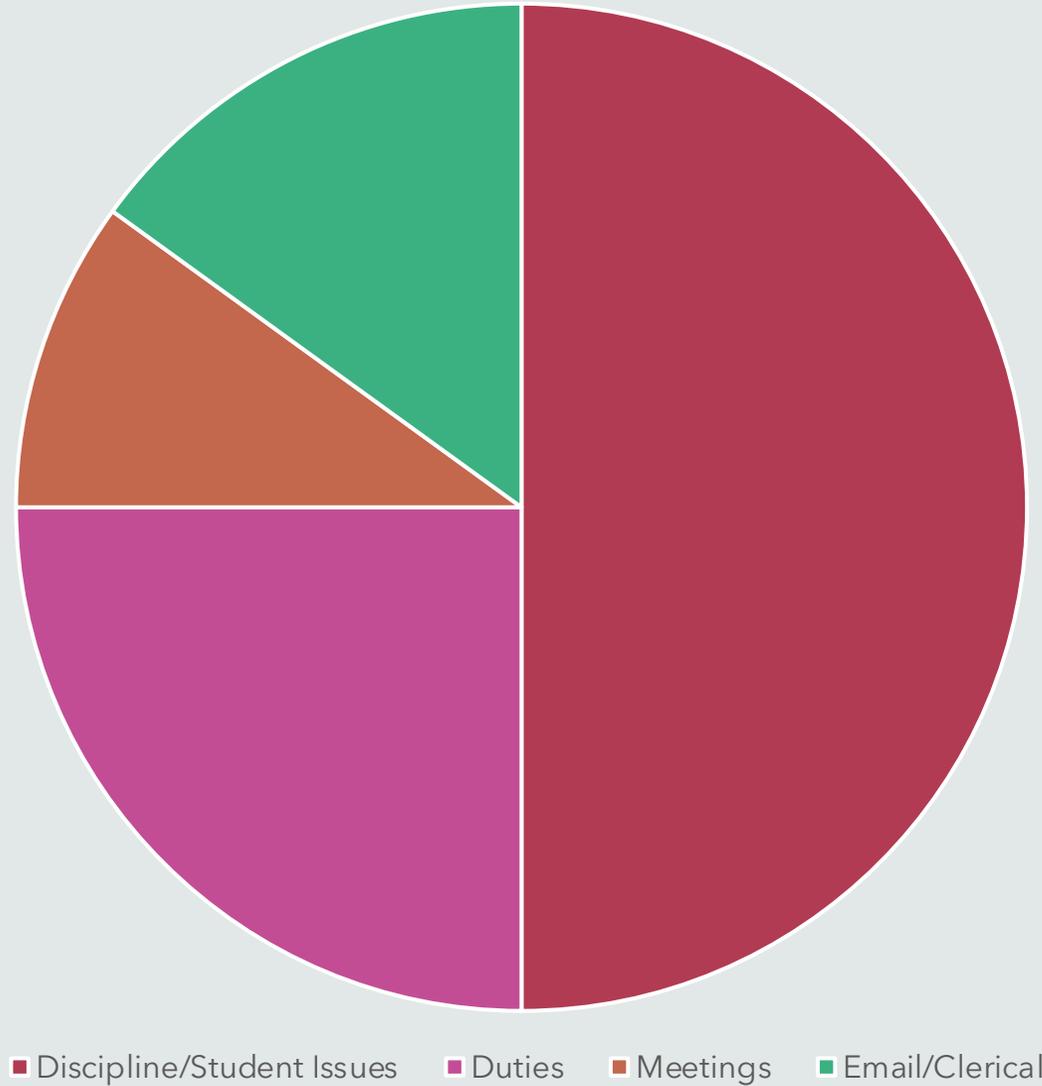
- To realize where my time was being used
- How can I be a better resource for my teachers

*Data  
Collection:*

Daily Time  
Task Log

# *My Data:*

Typical Day



*Discovery  
and Impact  
on My  
Personal  
Growth:*

True Harmonizer



Take on things to keep peace and not  
upset others



In my attempt to be helpful, I have  
created dependency

*Where I'm  
Headed  
Next:*

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Instructional Strategies  
Calendar

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Positive Behavior Plan

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Duties Need To Be Assigned

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Closed Door Time



I wanted to see how I could free up my time to build instructional relationships with my staff. I will need to zone in on my Thinker section to recognize an acceptable work and time structure. While doing this, I will also need to focus more on the Persister mindset. Hopefully by recognizing the work and conviction of others, they will take steps towards more independence.

### **Where I Am Heading Next**

Going forward, I plan to take this research and discoveries to move forward to make changes necessary to allow me to feel fulfilled. A large majority of the steps include increasing the expectations of my staff. I am assigning duties to all staff members so that I will gain time. We are creating a schoolwide Positive Behavior Plan with the goal of minimizing discipline issues and office referrals. Finally, for myself and to help with my feelings of fulfillment, I will be creating a closed-door period for me to focus. I will also create an instructional strategies calendar so I can keep focused and not distracted.