



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

Principal Name: Christina Davis

School Name: Allen J. Warren Elementary

Principal's Email Contact: cdavis@highland.k12.in.us

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.

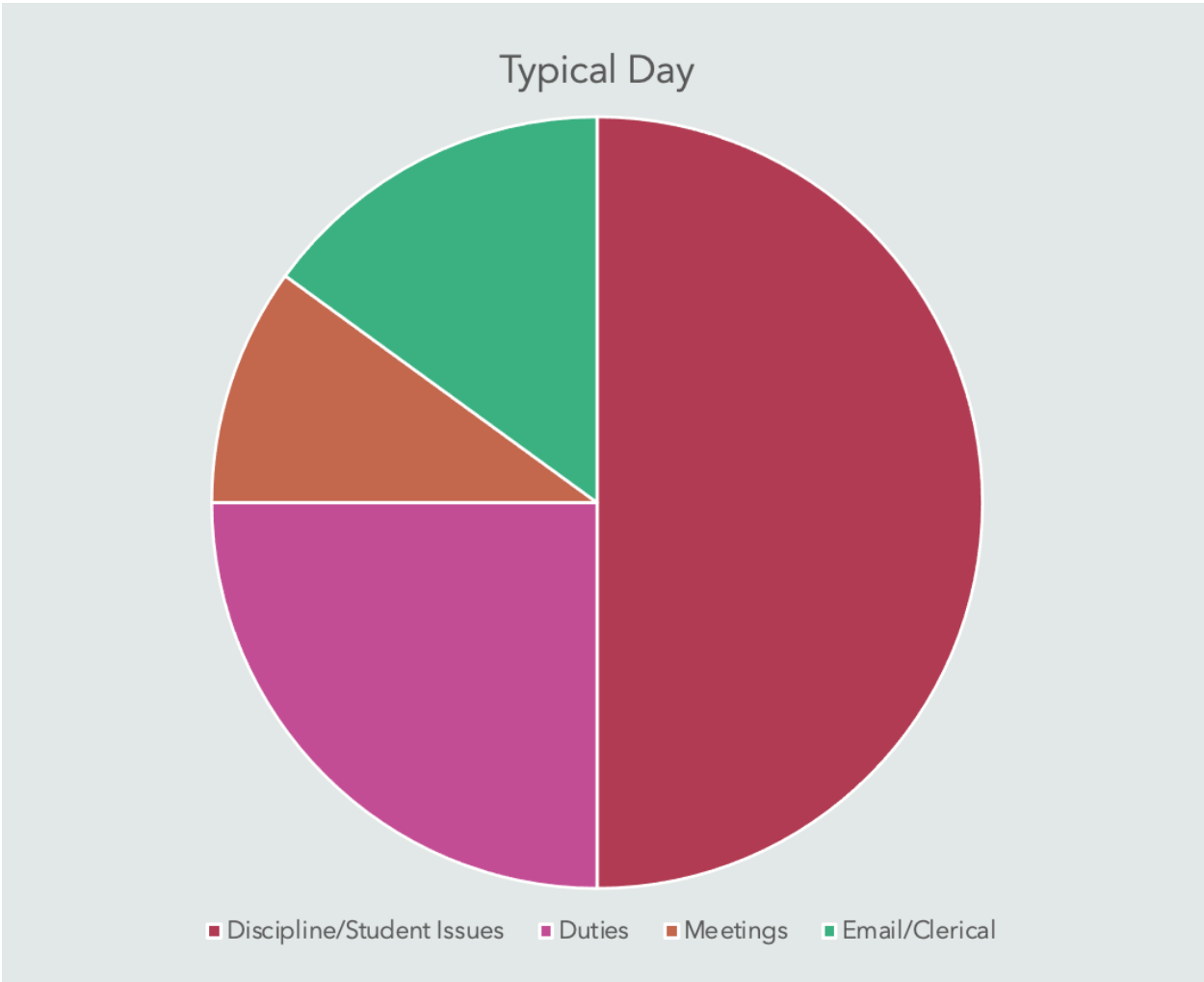
My Actions

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 _____


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



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

Allen J. Warren Elementary
Christina Davis
cdavis@highland.k12.in.us



*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

*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:

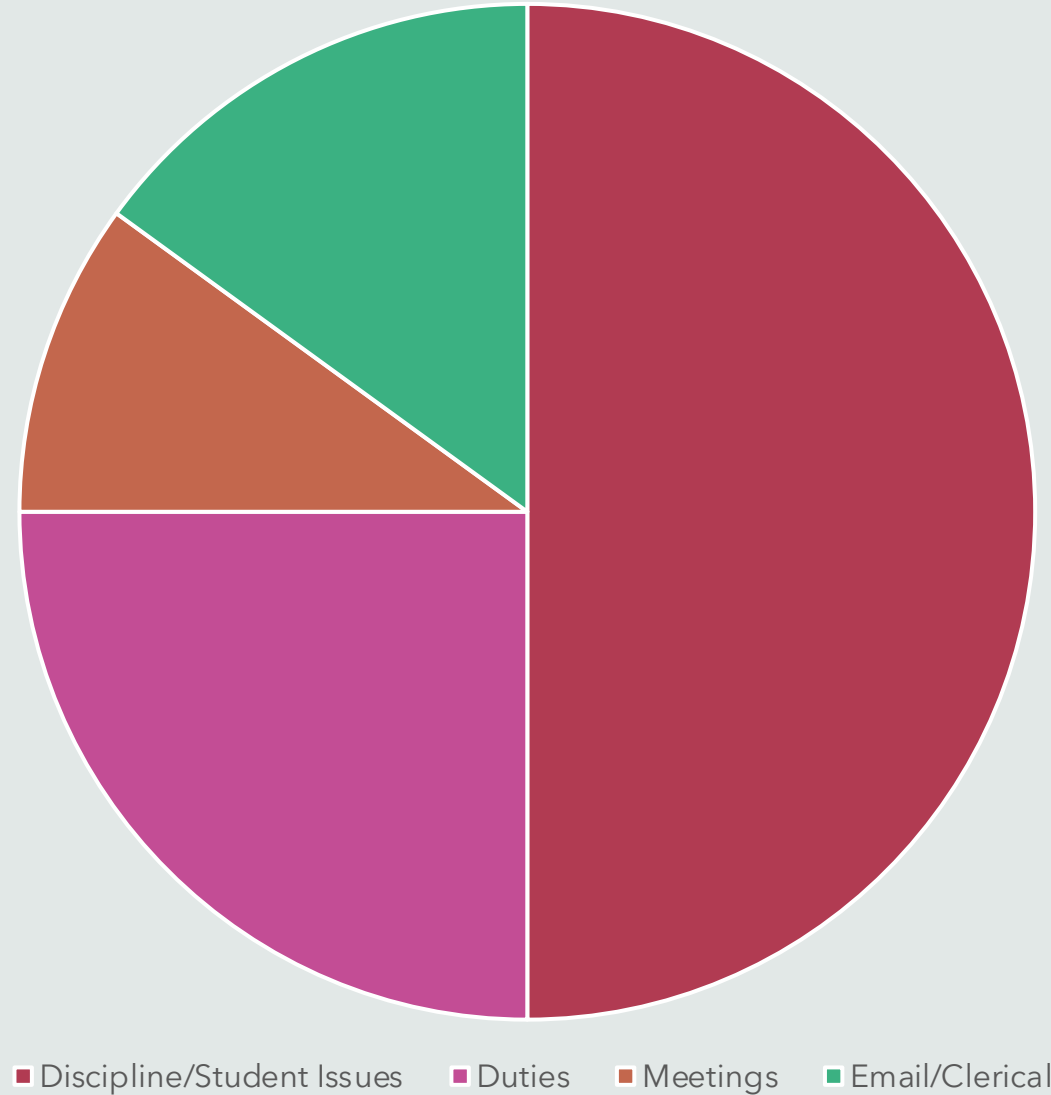
- To realize where my time was being used
- How can I be a better resource for my teachers

*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:*

Instructional Strategies
Calendar

Positive Behavior Plan

Duties Need To Be Assigned

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.