

The Best Time For New Beginnings Is Now

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Background That Led to Your Inquiry:

During my time as an administrator I have struggled with trying to balance my work and home life. There are times where my job is very demanding and my children are also highly involved in extracurricular activities. On top of that my position requires me to travel both internationally and domestically as part of the International Baccalaureate program.

While struggling to balance both of these things in my life I began thinking about how I could organize my life to assist with my unbalance. I began to look at how I was prioritizing work decisions and home life decisions. I also started looking at how I was prioritizing my work day.

Therefore, the purpose of my action research was to make better choices to prioritize my day and life in order to become better balanced.

Statement of Your Wondering:

With this purpose, I wondered if making better choices to prioritize my life would lead to better balance.

Methods/Procedures:

To gain insights into my wonderings I started by reviewing my current day to day schedule. I looked for trends within the school year to determine when things may be busier than others. Additionally, I started to look at chunks of time that could be carved out within the day for specific tasks.

In order to really look at my schedule and all the tasks I handle on a day to day basis I really focused on tasks that could be delegated. I asked each of the secretaries for a list of their job descriptions and tasks they complete in order to determine who I could delegate which tasks to.

After approximately two weeks I was able to gain a clearer picture of what people did around me and how I was organizing my time. Once these things were determined I was able to determine what my next steps would be. This meant that I restructured my time, determined tasks to delegate, and provided professional development to my front office in order to ensure it was running more efficiently.

Stating Your Learning and Supporting it with Data:

As a result of analyzing my data, I learned how to restructure my time, delegate tasks more effectively, and provided professional development to front office staff. With chunking my time throughout the work day I was able to set aside time for emails, walkthroughs, and daily tasks that I couldn't seem to fit in before. Delegating tasks became more clear and I was able to hand off some of my clerical work. I also provided my front office staff with training on taking parent phone calls, placing parent meetings on my calendar, and determining when I truly am busy and can't speak with someone who just walked into the office.

Providing Concluding Thoughts:

After concluding this project I determined that I was able to better prioritize my day. This allowed me to leave work less stressed and focus on spending time with my family in the evenings. At the beginning of next school year I plan to start the school year off right and prioritize my calendar and structure my time from day one. I also plan to continue delegating tasks that can be done by others.

References:

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