

# *Where Did My Day Go?*

*My Journey to Find More Time*

Stacy Muffler

Fortville Elementary

Mt. Vernon Community School Corporation

[Stacy.Muffler@mvcsc.k12.in.us](mailto:Stacy.Muffler@mvcsc.k12.in.us)



# *Background Leading to this Inquiry*

Since taking the role as principal, I have seen a gradual increase in my work hours each year. I thought after my first year I would get in a “groove” and things would get easier. I thought I would have people I could delegate to and I would not have to put in so many hours. I have learned that over the past three years, the work is actually the same, my hours are long, and my pace has not slowed down at all. Every year, the work is more and more meaningful, which is great, however I still find myself working 7 days a week and 60+ hours per week.

The consequence of the time spent in this role has a direct impact on my family. My tasks at home are not complete, the one-on-one time with my husband doesn't exist, and I feel like I'm feeding my kids carryout every day. I am one that sets very high expectations for myself and when I feel like I'm not giving to those that mean the most to me, the guilt is worn like a heavy coat with a stuck zipper. My son (13) and daughter (17) are growing up so fast. We are nearing Emma's senior year, and Kagen is growing up so much right now. The last thing I want is to look back and regret not spending more meaningful time with them.

Lastly, I find myself spending time at school on a lot of things that pull me away from the classrooms, hallways, and student centered work. I am a person that is fueled by goals and perfecting efficiency. Efficiency, to me, means maximizing the precious resource of time in order to feel accomplished. I was hearing staff say, “we want to see you more” or “you need to be more visible.” While I shared that same goal, theory and practice just didn't align.

# *Purpose of This Inquiry*

The purpose of my inquiry was to assess where my time was going and find ways to gain time and put it towards my personal life.

# *My Wondering*

Will working fewer hours, in an effort to find personal and professional balance, still allow me to maintain my effectiveness as a principal?

# *My Actions & Data*

- **Guiding Question:** What are two of the most important priorities I have as the building principal?
  - School Safety
    - Physical & Social Emotional
  - Student Achievement

*Action  
#1*

# My Actions & Data

- Time & Calendar Analysis

Staff Absence Calendar. STAFF Calendar  
 Sat 11/2      Sun 11/3      Fri Nov 1 - Tue Nov 5, 2019 (Eastern Time - Indianapolis)      Sun 11/3

IE Dawg Debut @ Indiana Elite Cheer & Tumbling, 14888 Herriman Blvd, Noblesville, IN 46060, USA  
 Varsity Prelims @ Greenfield-Central High School, 810 N

curriculum/management (SFS)  
 instruction  
 student support  
 safe environment  
 achievement (ACR 504, data)  
 principal PD

Team Celebrations: 1st Grade  
 Debby Griffey  
 Nikki Privett  
 Jess Daugherty  
 Sara Keljo  
 Stacy Muffler  
 Allison Smith's Birthday

Misty Hall  
 Krista W  
 Alion

Emily Fall Park @  
 11:30am - 2pm Emma E @ Indiana  
 4:30pm Back Range P

Staff Absence Calendar. STAFF Calendar

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Action #2

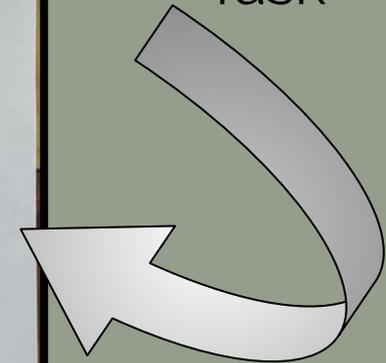
# My Actions & Data

- Time & Calendar Analysis

The whiteboard contains the following sticky notes and text:

- Walk Throughs** (pink note)
- ACRS (Intake meetings)** (orange note)
- PLCs (Delayed Start)** (yellow note)
- Data Meetings** (yellow note)
- calendar\*** (orange note)
- newsletter\*** (orange note)
- SFS** (orange note)
- emails** (orange note) with handwritten note: "touch an email once!"
- manage social media** (orange note) with handwritten note: "inbox is not a to-do list!"
- morning walk throughs** (pink note)
- Car Rider Duty** (orange note)
- Lunch Duty** (orange note)
- inform teachers why you're there! & connected to the evaluation. Give feedback on what the teacher wants** (handwritten note with arrow pointing to 'morning walk throughs')
- principal PLC ~>** (pink note)
- \*work hours in a week - compare to squeezing an orange. Work smarter rather than mall** (handwritten note)

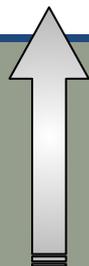
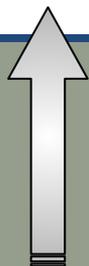
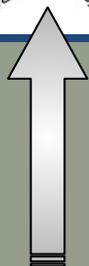
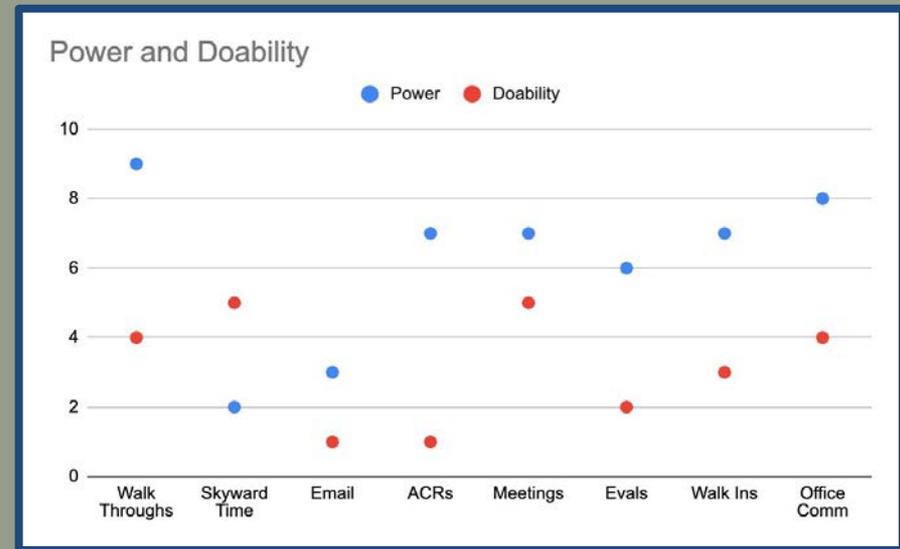
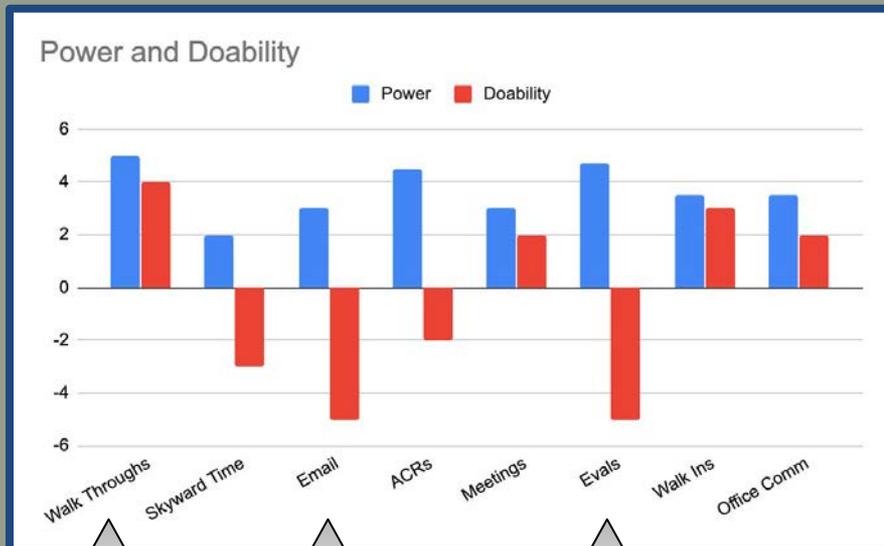
IPLI Seminar Task



Action #2

# My Actions & Data

- **1:1 Meetings** (Principal & Superintendent)
- **Power & Doability Chart**



Action  
#3

# My Actions & Data

- **Self Reflection**

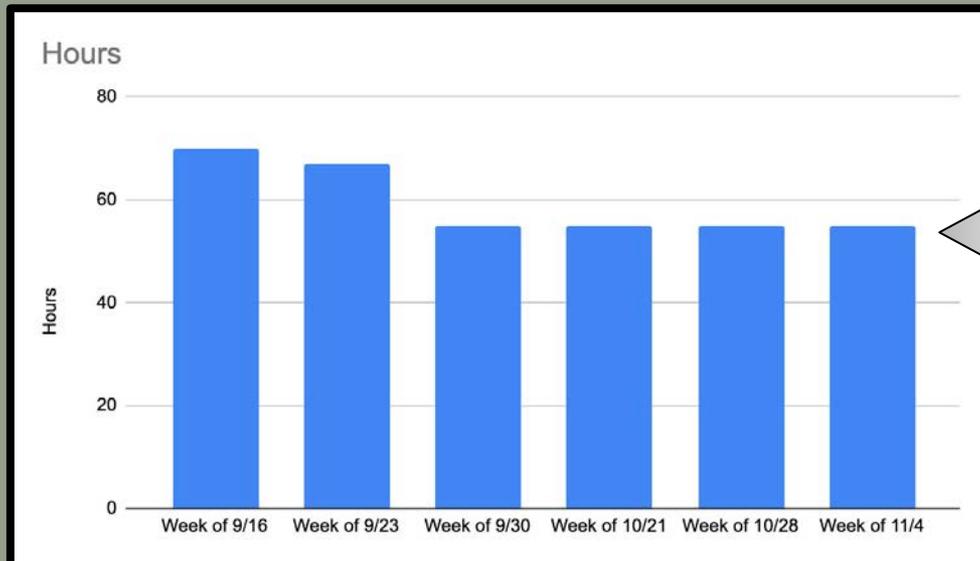
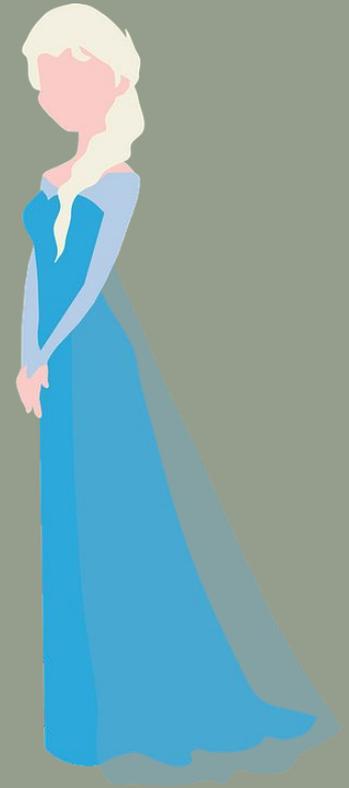
- What is getting in the way? Guilt & Shame
- *Elements of Trust* - Brene' Brown
  - Boundaries
- Gratitude Journal {Meijer}
  - Daily (6:30am)



Action  
#4

# My Actions & Data

- 1:1 Support
  - “Clock In/Clock Out Challenge”
  - 55 hour limit
- Cue Elsa & “Let It Go”



*Action  
#5*

# *My Discoveries*

**#1**

In order to work less, I have to know what could “go.”

**#2**

In order to let things go, there must be systems and structures in place.

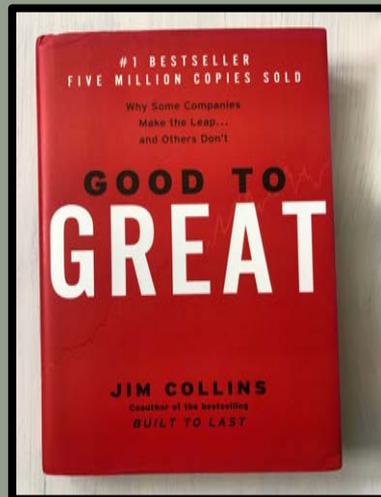
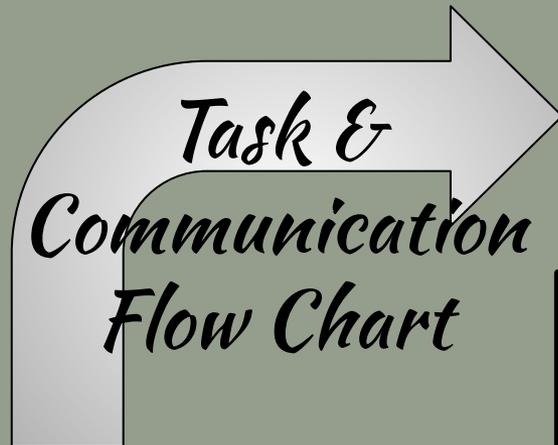
**#3**

This required a review of my time and self reflection.

# My Discoveries & Next Steps

#1

In order to work less, I have to know what could “go.”



← *Summer read!*

# My Discoveries & Next Steps

## #2

In order to let things go, there must be systems and structures in place.

	A	B	C	D	E	F	G	H	I	
1	<b>Team One Name</b>									
2									<b>Objective fulfillment</b>	
3	<b>Team Objective One</b>						<b>Progress</b>	0%		
4	Measurable key result 1							0%		
5	Measurable key result 2							0%		
6	Measurable key result 3							0%		
7										
8									<b>Objective fulfillment</b>	
9	<b>Team Objective Two</b>						<b>Progress</b>	0%		
10	Measurable key result 1							0%		
11	Measurable key result 2							0%		
12	Measurable key result 3							0%		
13										
14									<b>Objective fulfillment</b>	
15	<b>Team Objective Three</b>						<b>Progress</b>	0%		
16	Measurable key result 1							0%		
17	Measurable key result 2							0%		
18	Measurable key result 3							0%		
19										
20								<b>Total fulfillment across objectives</b>	0%	
21										

*Objectives & Key Results*

# *My Discoveries & Next Steps*

**#2**

In order to let things go, there must be systems and structures in place.

A photograph of a conference table with several chairs around it. On the table, there is a small potted plant and a container with pens. The text is overlaid on the table.

***NEW!***

***Weekly Building Admin Meeting***

***Monday's 8:00am***

***Clear Agenda w/Time Budgets***

# *My Discoveries & Next Steps*

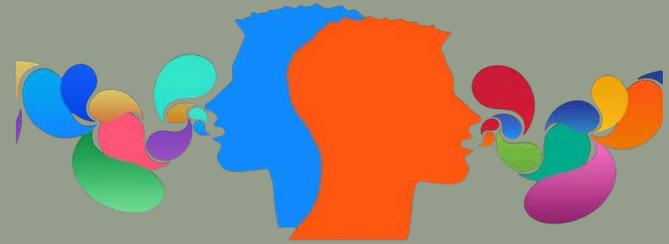
*#3*

This required a review of my time and self reflection.



*NEW!*

*If it's a priority, schedule it!*



*NEW!*

*Put boundaries in place for yourself and communicate them to others.*

# Bibliography

Markman, M. (July 19, 2018). You're Never Going to Be "Caught Up" at Work. Stop Feeling Guilty About It. Retrieved from [https://hbr.org/2018/07/youre-never-going-to-be-caught-up-at-work-stop-feeling-guilty-about-it?fbclid=IwARoVYZlQmb2jNsSJ2Y1O5\\_BNnerR9HED68757RlB-p8sFKfnH6aVFGGqkCU](https://hbr.org/2018/07/youre-never-going-to-be-caught-up-at-work-stop-feeling-guilty-about-it?fbclid=IwARoVYZlQmb2jNsSJ2Y1O5_BNnerR9HED68757RlB-p8sFKfnH6aVFGGqkCU)

*Supersoul Sessions: The Anatomy Of Trust*. (n.d.). Retrieved from <https://brenebrown.com/videos/anatomy-trust-video/>