



# Time for a Change

Lydia Middleton Elementary  
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# Background Leading to Inquiry

As an administrator of a small elementary, I find that at the end of the work day my car is still in the parking lot. I often find myself working weekends and occasionally evenings. While I love my work, I used this project to improve my time management at school. This presentation will share the steps I took to better organize my daily schedule and set aside more time to push into classroom during the day.

# Purpose

My purpose for this project was to improve my time management at school to establish more time for such things as:

- Classroom visits;
- Time to read for pleasure and for work;
- Time to spend with family.

# My Wondering

I wonder if making subtle changes to my daily schedule would create more time for classroom visits and personal time with family.



# Actions

1. Create a daily to do list;
2. Carve out a minimum of two hours each morning for classroom visits;
3. Meet with office staff at the beginning of the day to review the daily schedule;
4. Utilize a systems approach to task management;
5. Set a goal of taking at least one day per weekend for family only;
6. Be more intentional with meeting time.

# Data Collection

- To collect data on the amount of time spent at school, I used a calendar and journal;
- I created a to do list for each day;
- To make the time spent in classrooms more intentional, I created a personal observation checklist.

# Weekends Worked

My goal was to set aside at least one day per weekend for family and personal time. I did not meet that goal, although I did create an awareness of the need for more time away from work.

Month	Saturdays Worked	Sundays Worked
January	1-5-19, 1-12-19, 1-26-19	1-6-19, 1-13-19, 1-20-19, 1-27-19
February	2-2-19, 2-9-19, 2-23-19	2-17-19, 2-24-19
March	3-2-19, 3-9-19, 3-23-19, 3-30-19	3-3-19, 3-17-19, 3-24-19

# The "To Do List"

The "to do list" that I created helped me clarify what needed to be done each day; however, I found it more helpful to view as a "to don't list."

Using this approach, I learned to delegate those tasks that could be completed by others. I found it was more efficient to use my calendar rather than duplicate efforts by creating a daily to do list.

Bradberry, T., (2017). *14 Things Ridiculously Successful People Do Every Day*.

<https://www.inc.com/travis-bradberry/14-things-ridiculously-successful-people-do-every-day.html>



# Findings

Although I did not meet my goal of setting aside at least one day per weekend for family and personal time, I found success in other areas.

My time in classrooms more than doubled. I was able to create a personal observation checklist to help me improve feedback and make time spent in classrooms a more intentional experience.

# Moving Forward

As I move forward, I will continue to monitor how much time I spend in the classroom as opposed to working on administrative tasks. In addition, I will continue to utilize my observation checklist to improve teacher feedback.

I would also like to create a schedule for teachers to push into one another's classrooms on a rotating basis as a means of sharing instructional and motivational strategies.

# Resources

Bradberry, T., (2017). *14 Things Ridiculously Successful People Do Every Day*.

<https://www.inc.com/travis-bradberry/14-things-ridiculously-successful-people-do-every-day.html>

Genett, D. (2016). *If You Want it Done Right, You Don't Have to Do It Yourself*. Quill Driver Books, California.

## **Ahlbrand: Lydia Middleton Elementary**

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### **Findings**

Although I did not meet my goal of setting aside at least one day per weekend for family and personal time, I found success in other areas.

- My time in classrooms more than doubled.
- I was able to create a personal observation checklist to help me improve feedback and make time spent in classrooms a more intentional experience.
- I created a personal awareness of the need to spend more time with family.

### **Moving Forward**

As I move forward, I will continue to monitor how much I spend in the classroom. I will also continue to use the personal observation checklist I created to improve teacher feedback. I hope to create a schedule for teachers next year to push into one another's classrooms on a rotating basis to share instructional and motivational strategies.