



Principal Name: Abby Cleghorn
School Name: Rosedale Elementary
Principal's Email Contact: cleghorna@swparke.k12.in.us

Background Leading to My Inquiry (Slide 2)

Being a first year principal, I want to ensure I am using my time during the school day wisely so that I can be present in classrooms to support and be available to staff and students. I also enjoy checking things off of my to-do list, so it's easy to get wrapped up in a task/project or paperwork in my office until it is completed.

My PCM confirmed that I thrive on achievement and feeling productive and efficient. It also revealed my strong need to use time efficiently and I thrive when I can "rise to the challenge".

Base - Promote/Phase - Thinker

The Purpose of My Inquiry (Slide 3)

I chose my inquiry in hopes that it would make me more aware of how I spend my time and be able to reflect so I can make needed adjustments to become a more effective leader.

My PCM revealed my first and second degrees of stress and the harsh reality of how I deal with my stressors. Being mindful of how I spend my time allows me to focus on being in classrooms and familiarizing myself with the needs of my staff.

My Wondering (Slide 4)

By being more aware of how I am using my time and delegating tasks, I wonder how I can better prioritize my time to be a more effective leader.

My Actions (Slide 5)

My data collection started with charting my daily activities on a weekly calendar. I found that this was time consuming in itself so I started blocking the time off and categorizing with numbers.

Data Collection (Slide 6)

- 1 - Essential/non-negotiable task
- 2 - Time in classrooms
- 3 - Task that could be performed before/after school
- 4 - Personal task

Timeline - December 2023 through March 2024

My Data (Slides 7, 8, and 9)

WEEK OF: _____					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:45am					
8am					
8:30am					
9am					
9:30am					
10am					
10:30am					
11am					
11:30am					
12pm					
12:30pm					
1pm					
1:30pm					
2pm					
2:30pm					
3pm					
3:30pm					
4pm					
4:30pm					
EVENING ACTIVITIES					

I took my times from my weekly tracking sheets and created percentages for each category for every month. While going through the data, I was able to identify the weeks where I was less productive with my time.

<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>
1 - 35%	1 - 39%	1 - 48%	1 - 52%
2 - 32%	2 - 26%	2 - 20%	2 - 17%
3 - 29%	3 - 32%	3 - 29%	3 - 27%
4 - 4%	4 - 3%	4 - 3%	4 - 4%

My Discoveries (Slide 10)

I have confirmed that tracking my time and checking items off of my to do list feeds my thinker phase and allows me to feel productive.

I have learned that leading with compassion and flexibility are two areas in which I can improve upon. This will help me expand my understanding of other personality types.

With my promotor base in mind, I've learned that I need to share my skills with others and allow myself to learn and count on others to carry out responsibilities.

Where am I Headed Next? (Slide 11)

Forward!

- I will continue to track my time and focus on tasks in categories 1 and 2.
- I will learn to give myself grace at different times of the year when there are situations outside of my control that may take my time and attention away from where I would like for it to be.
- I will count on those around me to help carry out responsibilities.

Quantitative data is often presented in graphs/charts/tables. You may wish to give quantitative data in at least two kinds of graphs organized in different ways to help you explain various aspects of your learning.

Qualitative data is often presented as excerpts of text from a journal, teacher reflections, etc. You may wish to offer qualitative data by including one or more text samples to help you explain different aspects of your learning.

My Discoveries (Slide ?)

In this step, summarize your learning in two to three brief statements that illustrate the most critical facets of what you learned:

- Learning Statement One:
- Learning Statement Two:
- Learning Statement Three:

Next, restate each learning statement and explain it. The explanation of your learning statement should refer to your data, and you should include actual data within the description.

Where I Am Heading Next (Slide ?)

In this step, reflect on your action research journey as a whole that accomplishes the following:

- General reflection on the specific action research cycle just completed (Some Questions to Consider: What have you learned about your school? What have you learned about your teachers? What are the implications of what you have learned for your work?)
- Generation of Directions for The Future (Some Questions to Consider: What changes will you make or have made in your practice? What new wonderings do you have?)

As you present your concluding thoughts, once again, consider weaving a reference or two into your conclusions to connect your findings to the field of administration at large.

Bibliography (Slide ?)

In this step, provide the bibliographic information for any references you cited in any of the previous actions. List your references in alphabetical order by author's last name. Follow

APA, 6th Edition, to enter information about each of your references. Some examples are provided below. Examples of other reference types can be found here:

<http://owl.english.purdue.edu/owl/resource/560/06/>. You may also find the Citation Machine helpful (<http://citationmachine.net/>).

Books

- Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Single Author Article

- Author, A. A. (Year of publication). Title of article. *Name of journal, volume (number)*, page numbers.

Multiple Authors Article

- Author, A. A. & Author B.B. (Year of publication). Title of article. *Name of journal, volume (number)*, page numbers.

Websites

- Author, A. A., & Author, B. B. (Date of publication). Title of document. Retrieved from [http://](http://Web address) Web address

Citing Your Presentation and Publication

Congratulations on completing the Year 1 Action Inquiry process! You can list your project as both a professional presentation and a professional publication on your resume. Here are examples of the correct ways to cite:

Presentation

Andrews, K. (2022). Providing effective feedback. Presented at the annual Indiana Principal Leadership Institute Action Research Showcase, Indianapolis, IN.

Publication

Andrews, K. (2022). Providing effective feedback. Retrieved from [https://](https://Web address)Web address

USING TIME EFFICIENTLY TO BE AN EFFECTIVE LEADER

Abby Cleghorn
Rosedale Elementary

A cartoon-style illustration of a red alarm clock with a blue face and a red bell. The clock is shown from a slightly low angle, and its shadow is cast onto the surface it is sitting on. The illustration is located in the bottom right corner of the slide.

USING TIME EFFICIENTLY TO BE AN EFFECTIVE LEADER

Abby Cleghorn
Rosedale Elementary

A cartoon-style illustration of a red alarm clock with a blue face and a red bell. The clock is shown from a slightly low angle, with its shadow cast to the left. The bell is on the right side, and the clock face is on the left. The hands of the clock are visible, and the overall style is simple and colorful.

USING TIME EFFICIENTLY TO BE AN EFFECTIVE LEADER

Abby Cleghorn
Rosedale Elementary

A cartoon-style illustration of a red alarm clock with a blue face and a red bell. The clock is shown from a slightly low angle, with its shadow cast to the left. The bell is on the right side, and the clock face is on the left. The hands of the clock are visible, and the overall style is simple and colorful.

BACKGROUND LEADING TO THIS INQUIRY

Being a first year principal, I want to ensure I am using my time during the school day wisely so that I can be present in classrooms to support and be available to staff and students. I also enjoy checking things off of my to-do list, so it's easy to get wrapped up in a task/project or paperwork in my office until it is completed.

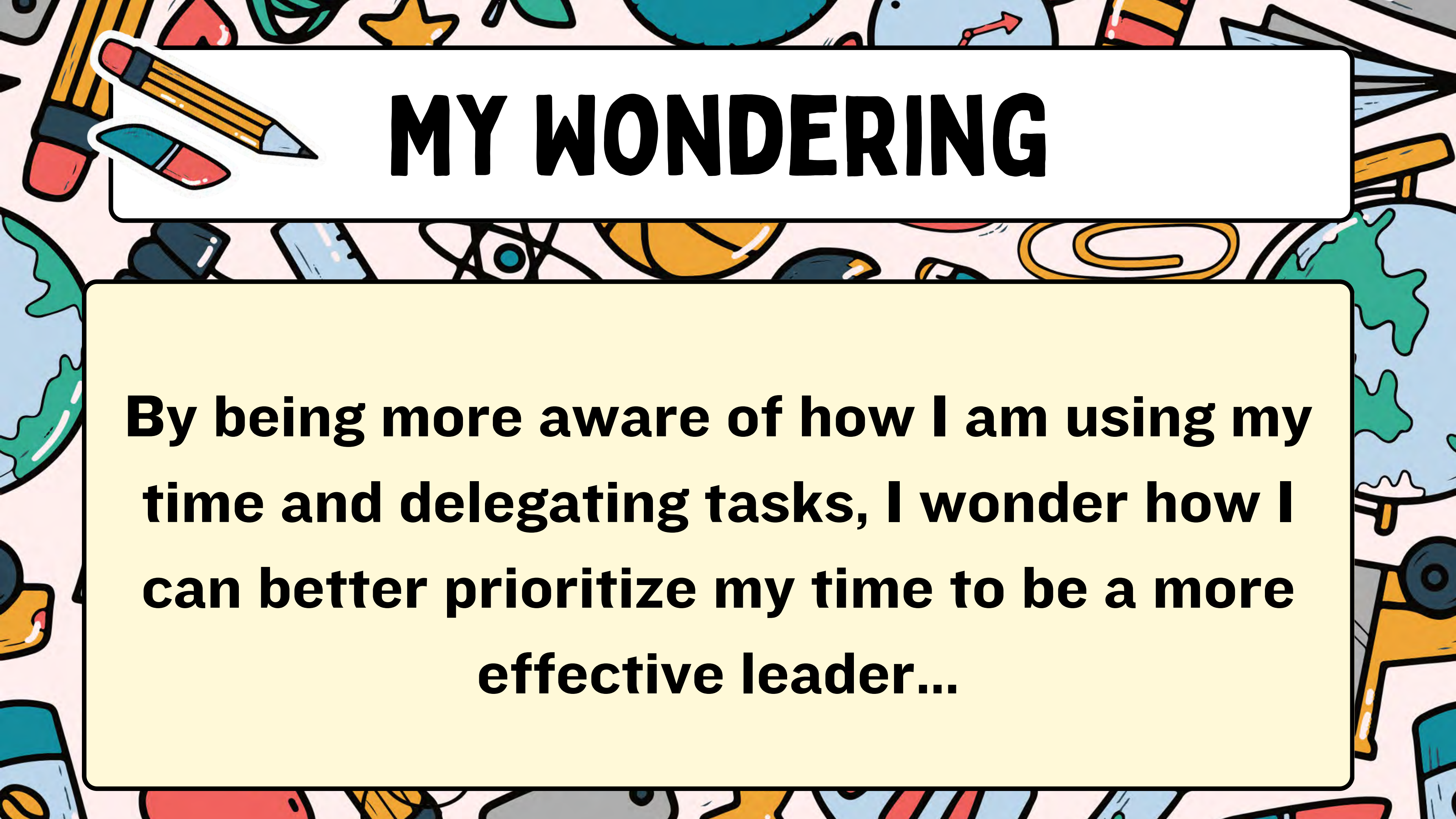
My PCM confirmed that I thrive on achievement and feeling productive and efficient. It also revealed my strong need to use time efficiently and I thrive when I can “rise to the challenge”.

**Base - Promoter
Phase - Thinker**

PURPOSE OF THIS INQUIRY

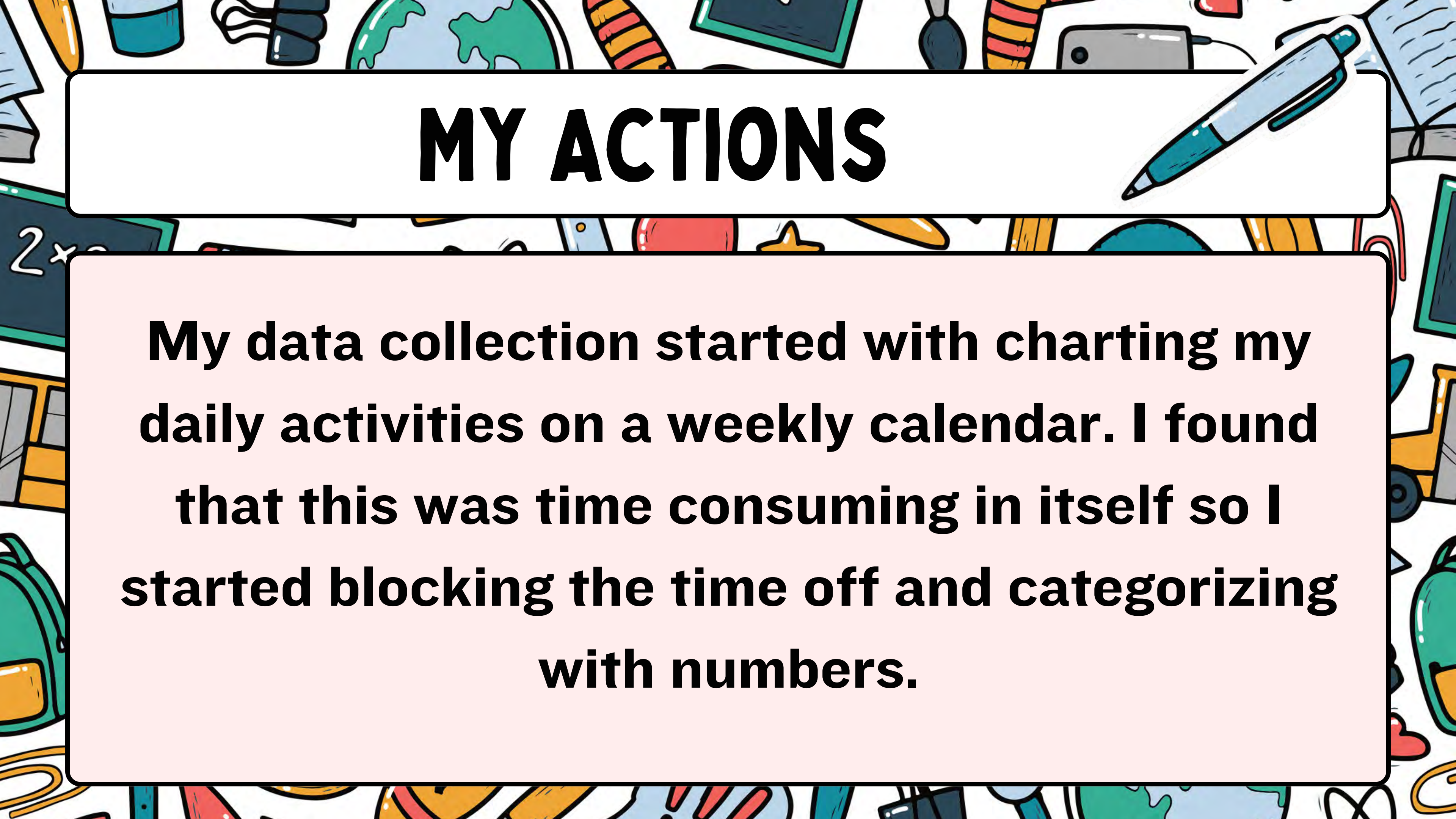
I chose my inquiry in hopes that it would make me more aware of how I spend my time and be able to reflect so I can make needed adjustments to become a more effective leader.

My PCM revealed my first and second degrees of stress and the harsh reality of how I deal with my stressors. Being mindful of how I spend my time allows me to focus on being in classrooms and familiarizing myself with the needs of my staff.



MY WONDERING

By being more aware of how I am using my time and delegating tasks, I wonder how I can better prioritize my time to be a more effective leader...



MY ACTIONS

My data collection started with charting my daily activities on a weekly calendar. I found that this was time consuming in itself so I started blocking the time off and categorizing with numbers.

DATA COLLECTION

1 - Essential/non-negotiable task

2 - Time in classrooms

**3 - Task that could be performed before/after
school**

4 - Personal task

TIMELINE - DECEMBER 2023 THROUGH MARCH 2024

DATA COLLECTION

WEEK OF: _____

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

7:45am

8am

8:30am

9am

9:30am

10am

10:30am

11am

11:30am

12pm

12:30pm

1pm

1:30pm

2pm

2:30pm

3pm

3:30pm

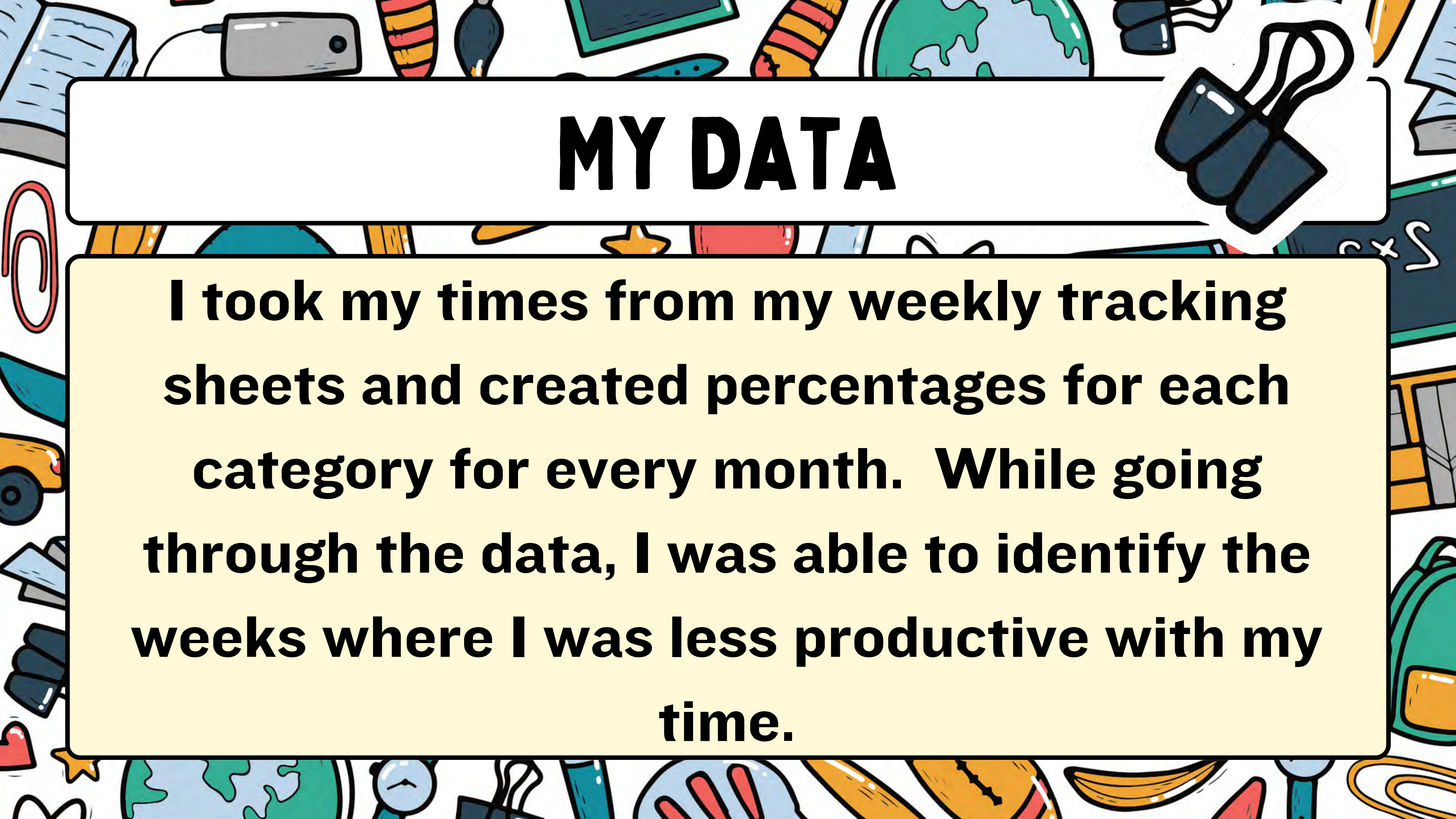
4pm

4:30pm

EVENING
ACTIVITIES

$$2 \times 2$$

$$S \times S$$



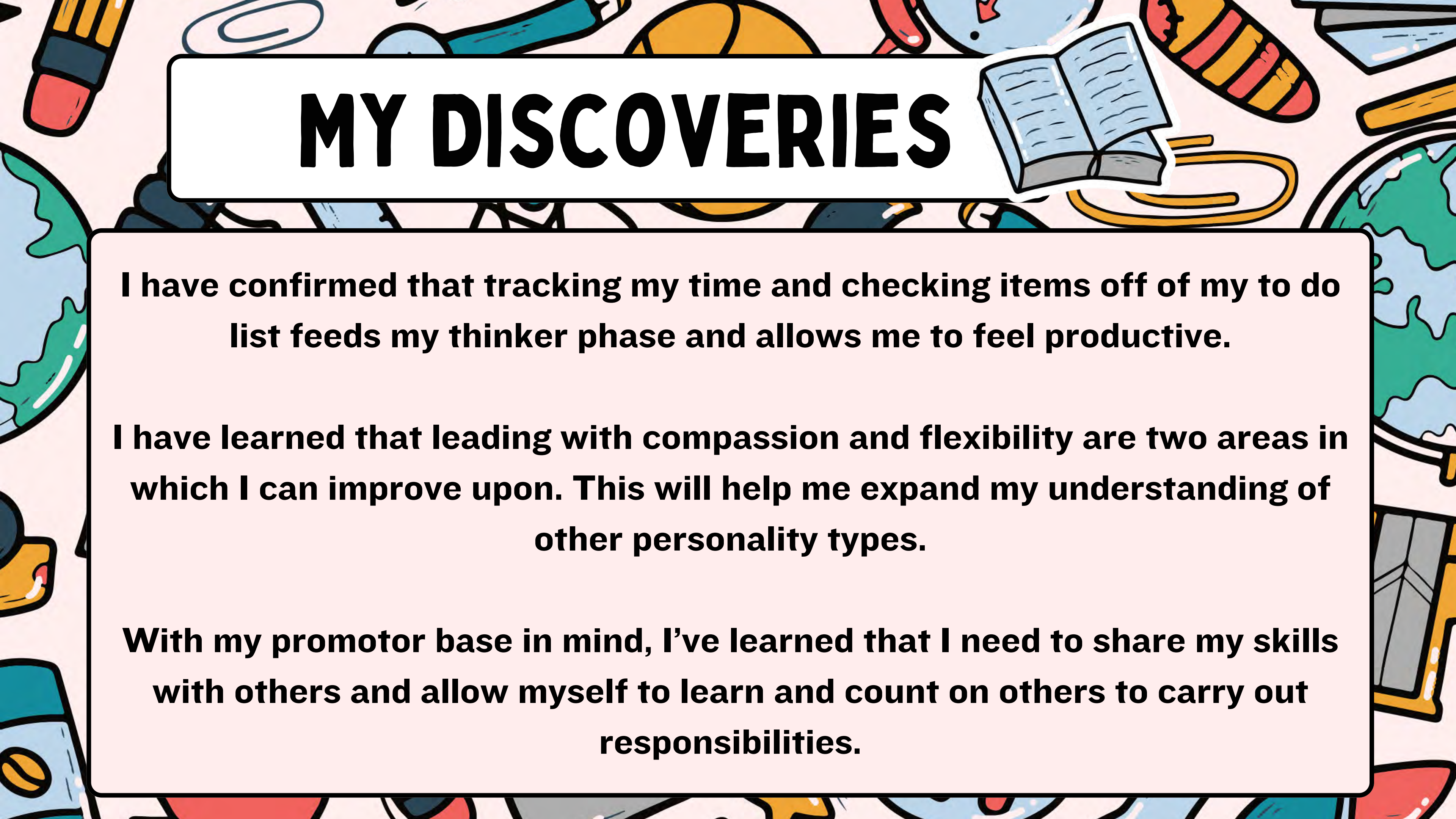
MY DATA

I took my times from my weekly tracking sheets and created percentages for each category for every month. While going through the data, I was able to identify the weeks where I was less productive with my time.

MY DATA



<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>
1 - 35%	1 - 39%	1 - 48%	1 - 52%
2 - 32%	2 - 26%	2 - 20%	2 - 17%
3 - 29%	3 - 32%	3 - 29%	3 - 27%
4 - 4%	4 - 3%	4 - 3%	4 - 4%



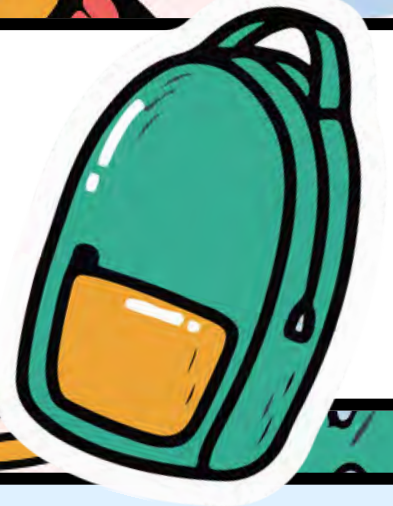
MY DISCOVERIES

I have confirmed that tracking my time and checking items off of my to do list feeds my thinker phase and allows me to feel productive.

I have learned that leading with compassion and flexibility are two areas in which I can improve upon. This will help me expand my understanding of other personality types.

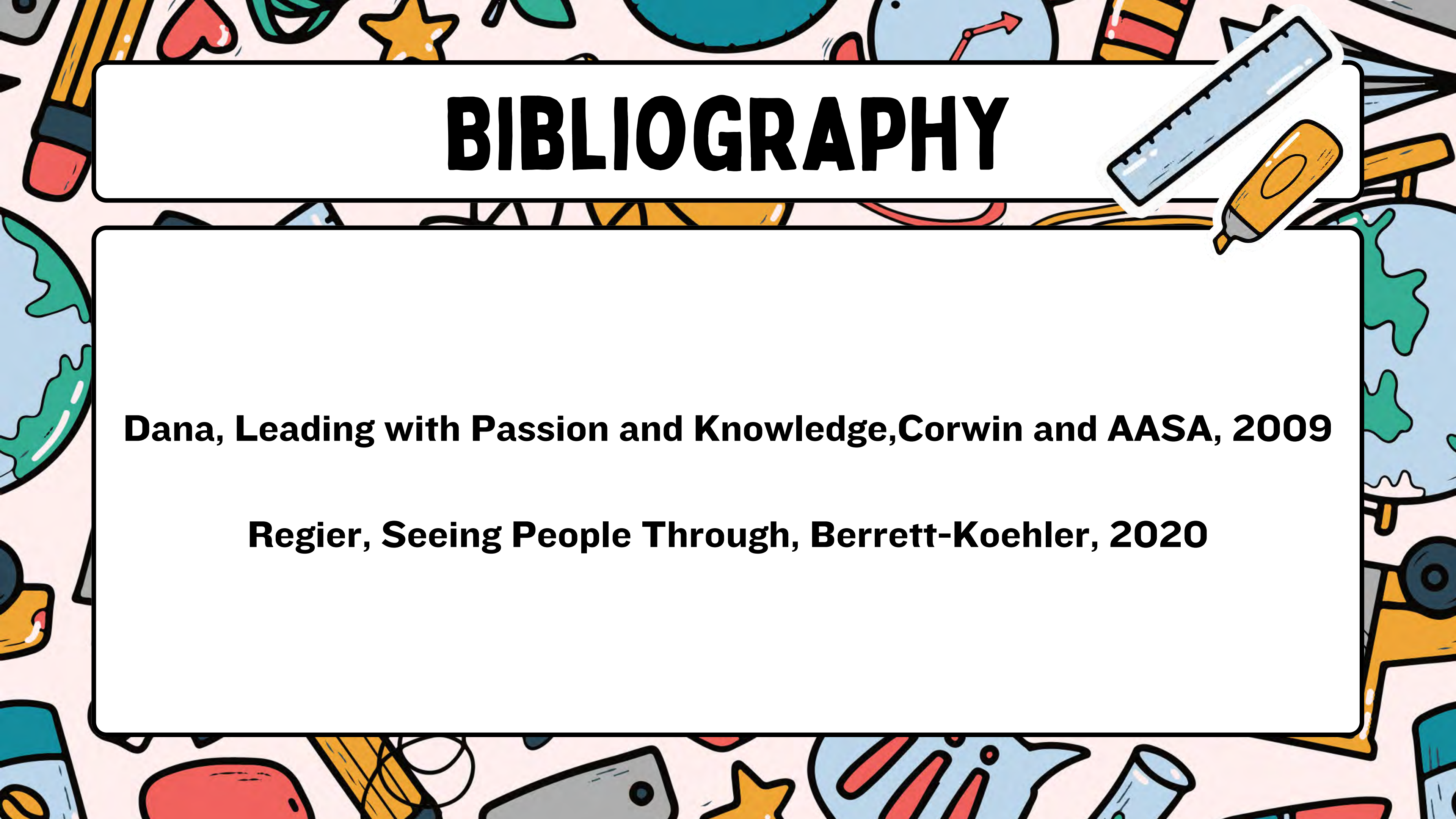
With my promotor base in mind, I've learned that I need to share my skills with others and allow myself to learn and count on others to carry out responsibilities.

WHERE AM I HEADED NEXT?



Forward!

- I will continue to track my time and focus on tasks in categories 1 and 2.
- I will learn to give myself grace at different times of the year when there are situations outside of my control that may take my time and attention away from where I would like for it to be.
- I will count on those around me to help carry out responsibilities.



BIBLIOGRAPHY

Dana, Leading with Passion and Knowledge, Corwin and AASA, 2009

Regier, Seeing People Through, Berrett-Koehler, 2020