



Year 1 Template for AR Narrative

Where is my time going?

Principal Name: Marty Young

School Name: Brownstown Elementary

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Background Leading to My Inquiry

I am a second year elementary principal at Brownstown Elementary. Being a small corporation I wear several hats. I am principal, title one administrator, and safety director for the corporation. Also, I have a wife, two boys, coach high school basketball, and own a farm. I was struggling with my day getting away from me. I was spending a lot of outside school time working on schoolwork. Another frustration was that I was not getting into classrooms for informal walkthroughs each day. I really wanted to have more time in my schedule to establish a presence throughout the building, but still feel like I am being productive throughout the day. Juggling various responsibilities in a small district, I recognized the need to streamline my time management. For my first-year AR project, I decided to track my daily activities to understand better how I utilize my time. Utilizing this data, I aim to prioritize classroom visits and enhance my overall effectiveness throughout the day.

The Purpose of My Inquiry

Therefore, the purpose of my action inquiry was to gather insights into my daily time management practices. The collected data will serve as a guide for prioritizing my activities, particularly focusing on increasing classroom visits and limiting time outside of school hours. Tracking and inputting my day into a spreadsheet will prompt me to engage in daily reflection, and by color-coding the data, I generated a visual representation of my time and will allow me to see where my time is

My Wondering

With this purpose, I wondered... Where is my time going? I wanted to see what patterns in my day could benefit me to be more productive at school. I wondered how I could reduce the amount of time I was spending outside of school working but increase time in the classrooms.

My Actions

I started a spreadsheet to sort my data, creating categories covering my day. I would fill out this form periodically throughout the day or before leaving school each day. If I did not get to put in the data, I would look back at my "notecard" to see what my previous day looked like to put in the data. The tracking sheet became a priority, and I usually kept it updated. I tracked my time from January until mid-March.

Data Collection

I developed a spreadsheet with different categories and time spans to track my data. I also used a daily notecard to map out my day before school started and tracked what I accomplished during the day. I started a google form "how I felt when leaving" halfway through the data collection.

My Data

https://docs.google.com/spreadsheets/d/1lzasAfUfau_2JovxRZlRSTBk3aoYwxv5pJJVNjHMM1o/edit?usp=sharing

<https://docs.google.com/forms/d/1nlbxUsiGsEeebXlCVJLFjZ6AmEkbrhbCATcPsw16FQ0/edit>

My Discoveries

After analyzing the data I collected, I have concluded that I spent most of my time with administrative duties. There is very little to no time in my days at school for many of the things I enjoy, such as seeing kids and getting into classrooms.

As I collected data, it became clear that I needed to put effort into different areas to avoid feeling overwhelmed when I left each day. Some changes need to be made to get me into classrooms more and work less late at night.

Where I Am Heading Next

My two main focuses were getting into classrooms more and working at home less. I am trying to prioritize my day so I can focus on these areas. If needed, I will set time aside during the day to complete tasks or make it a priority for the next day. My PCM is Harmonizer and Thinker, and it shows through my data that I am trying to help others and ensure everyone else is taken care of. I will continue to work on being more productive during the day and not having a hand in everything at school.

Bibliography

Regier, Nate. Seeing People Through. Berrett-Koehler, 2020

Where is my time going?

Increased Overall Productivity & Time Management



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Several Different Hats- Who am I?

- Husband/Dad
- 2nd Year Principal at Brownstown Elementary- Corporation
Safety Director, Title One Administrator
- Youth and High School Coach
- Live on a farm

Background- Leading to my Inquiry

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The Purpose of this Inquiry

My project aimed to gather insights into my daily time management practices. The collected data will serve as a guide for prioritizing my activities, particularly focusing on increasing classroom visits and limiting time outside of school hours. Tracking and inputting my day into a spreadsheet will prompt me to engage in daily reflection, and by color-coding the data, I generated a visual representation of my time and will allow me to see where my time is going.

My Wonderings

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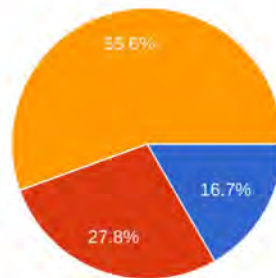
- [Where is my time going?](#)
- Daily Notecard
- [Google Form](#)

- AR/IPLI Project

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How do I feel at the end of the day?

18 responses



● Overwhelmed
● Content
● Accomplished

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Where I am heading next?

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