



WHERE IS THAT POST-IT NOTE?

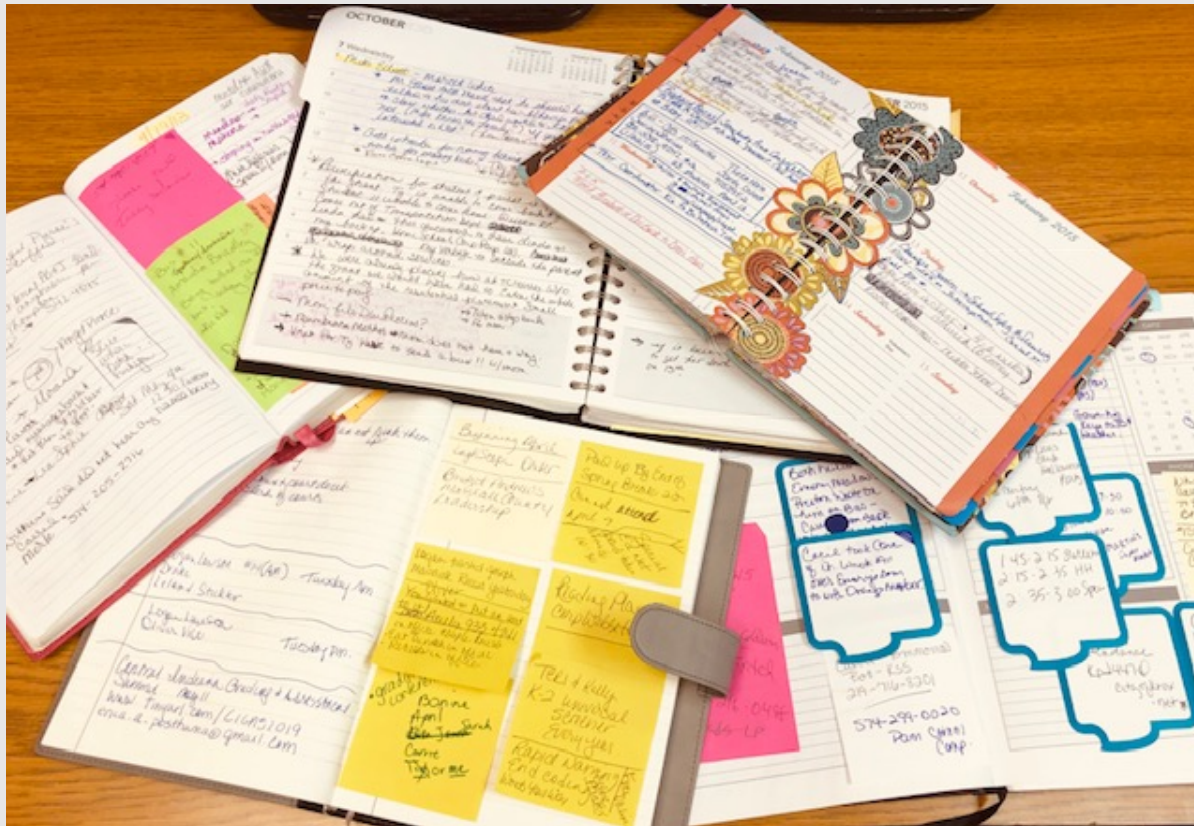
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Background Leading to this Inquiry...

- **Disorganized**
- **Post-it Notes everywhere**
- **Can't find the IMPORTANT Notes!**
- **Can't find conversations with parents.**
- **Can't find the phone numbers of those I need to call back.**
- **Can not remember which of my many journals that I wrote "that" memo in.**
- **All of this gives me Anxiety!!! LOL**



Many, Many, Journals



Purpose of my Action Inquiry...

- Eliminate the multiple ways I collect information.
- Increase organization, decrease anxiety.
- Become a more organized leader.
- Help with the flow of my day.
- Help decrease the clutter.



My Wondering...

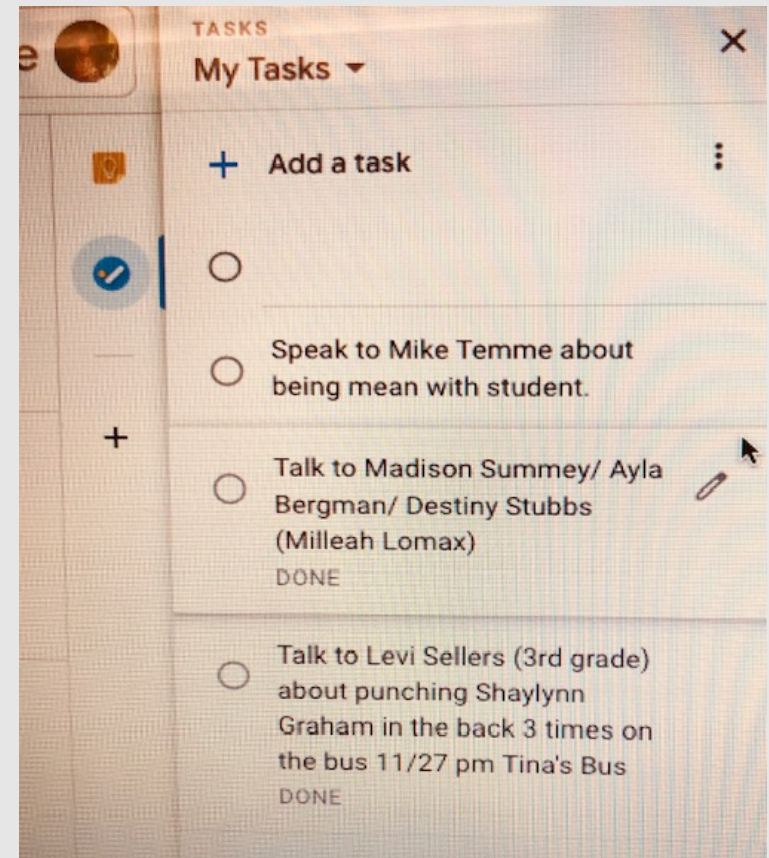
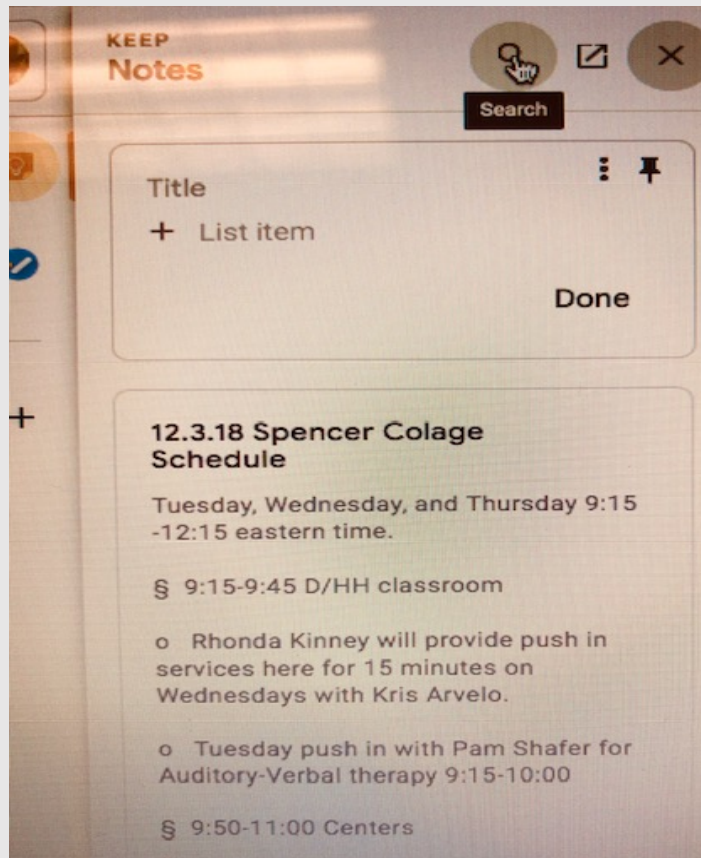
- With this purpose, I wondered...
- How will becoming organized make me a better leader?



My Actions...

- I began utilizing different organizational tools available on the computer to help me become more organized.
- I began using Google Tasks, Google Keep, and the notepad that is available on my computer to take notes at Meetings, Conferences, etc.
- I organized my data on my calendar. When I saw a student or spoke with a parent I added it to my calendar and wrote what we discussed in the notes section of the “Event” that I was scheduling.
- I color coded my calendars and added a “Student Calendar” and “Parent Calendar”. Therefore, when I saw a student , I would create an event that I saw a student on that date and time and jot down in the notes what we had discussed.

I Started Using Google Notes & Google Tasks



I Started Using 'My Notepad' to Take Notes at Conferences and Meetings

2/4- 7:00pm CCSC Bo... 1/31/19 2/7- 6:00pm PTO...	January 31, 2019 at 12:05 PM
IPLI 1/30/19 Voxer	2/4- 7:00pm CCSC Board Meeting @ the Admin Building 2/7- 6:00pm PTO meeting @ CES Library 2/12- 1st grade to Miller's Merry Manor
CPLI Session 3 1/29/19 Belonging and S...	2/14- Mid-term ends 2/15- Mid-terms sent home electronically
CPLI Session 1 1/29/19 PSDI/Sporleder	2/15- eLearning Day 9am-3pm & Parent Teacher Conferences Noon to 7pm
CPLI Session 2 1/28/19 Foundations for...	2/18- No School- President's Day 2/18- 7:00pm CCSC Board Meeting @ the Admin Building
ILEARN Conference 1/11/19 Bit.ly/ILEARNPD	2/19- Jump Rope for Heart Kick Off
1.8.19 Admin Meeting 1/9/19 Scheduled Elearni...	2/20- K-2 to IUSB for Play 2/22- Family Fun Night
12.18.18 Admin Meeting 12/19/18 Take care of the...	2/28- BoxTops Due
PSDI Taking a Look at... 12/13/18 No additional text	<i>***Once school is back in session, please encourage your children to talk to their teachers about any concerns they may have had with their assignments. We want to make sure they have had an opportunity to ask questions about assignments with which they are having difficulty.</i>
Admin Meeting 12.4.18 12/4/18 Jazzmine Dunn a...	
Admin Meeting 11.14.18 11/14/18	

I Started Jotting Down Notes and Color Coding the Students and Parents I Spoke with in My Calendar

MON Apr 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6
Spring Break No School					9am Outdoor class
Spring Break					10am Baseball (Boy)
7pm Board Meeting	12:30pm Admin Me 4:30pm Softball (Gir	5:30pm Softball (Gir			11am Softball (Girls
8	9	10	11	12	13
NWEA Testing					HS ISSMA
1:45pm Allyah Howz 5pm Baseball (Boys 5pm Softball (Girls \	12:30pm Admin Me 5pm Softball (Girls \	9am Dillon Brown - 12:30pm Jayden Hik 4 more	5:30am Track & Fiel 8:15am Lamont Car 5 more	8am District 2 Meet 2:15pm JESSE Meet	9am Outdoor classr 10am Track & Field 11am Softball (Girls
15	16	17	18	19	20
9am PSDI CALL 9:45am Braxton Jeff 4:15pm Golf (Boys \	12:30pm Admin Me 5pm Baseball (Boys 5pm Softball (Girls \	PreSchool Round Up 8:30am Lawrence Tr 9am Joseph-Mavricl 3 more	Kindergarten Round I 4:30pm Golf (Boys \	Good Friday No Scho Good Friday No Scho 10:15am Dr. Nagubz 5pm Softball (Girls I	9am Track & Field (I 10am Softball (Girls 11am Baseball (Boy
22	23	24	25	26	27
Rollerskating Begins	I LEARN	PreK Day	Corp Receive WIDA R	Mid Term Ends	8am Golf (Boys V) -
5:30pm Golf (Boys \	12:30pm Admin Me 4:30pm Golf (Boys \	5:30pm Softball (Gir	5pm Softball (Girls I 3 more	10am Arbor Day Tre 2 more	10am Baseball (Boy 10am Softball (Girls 6:30pm Jazz Cafe
29	30	May 1	2	3	4
I LEARN		I LEARN			
5pm Softball (Girls \	Mid Terms Emailed H	4:30pm Golf (Boys \	5pm Softball (Girls \	Family Skate Night	11am Baseball (Boy
5pm Track & Field (I 5:30pm Softball (Gir	12:30pm Admin Me 2 more	5pm Softball (Girls I 2 more	5pm Track & Field (I 5:30pm Track & Fiel	5pm Baseball (Boys	

My Discoveries...

- While using technology for everything, seems like a wonderful idea, I didn't always have my phone or my device with me to jot down notes.
- When I do have my phone and enter things into it while in the hall or cafeteria, I do not want teachers or students to get the impression that I am texting or playing on my phone.
- It's easy to pull Post-it's from teacher's to jot down notes.
- Old habits are hard to break. 😊
- I need to stick to one journal and use it as my Bible.
- Use a combination of a journal (to gather Post-its and technology to record important information.

What's Next...

Continue investigating ways to organize documents, parent and student communication and all other important information that comes across across my desk.

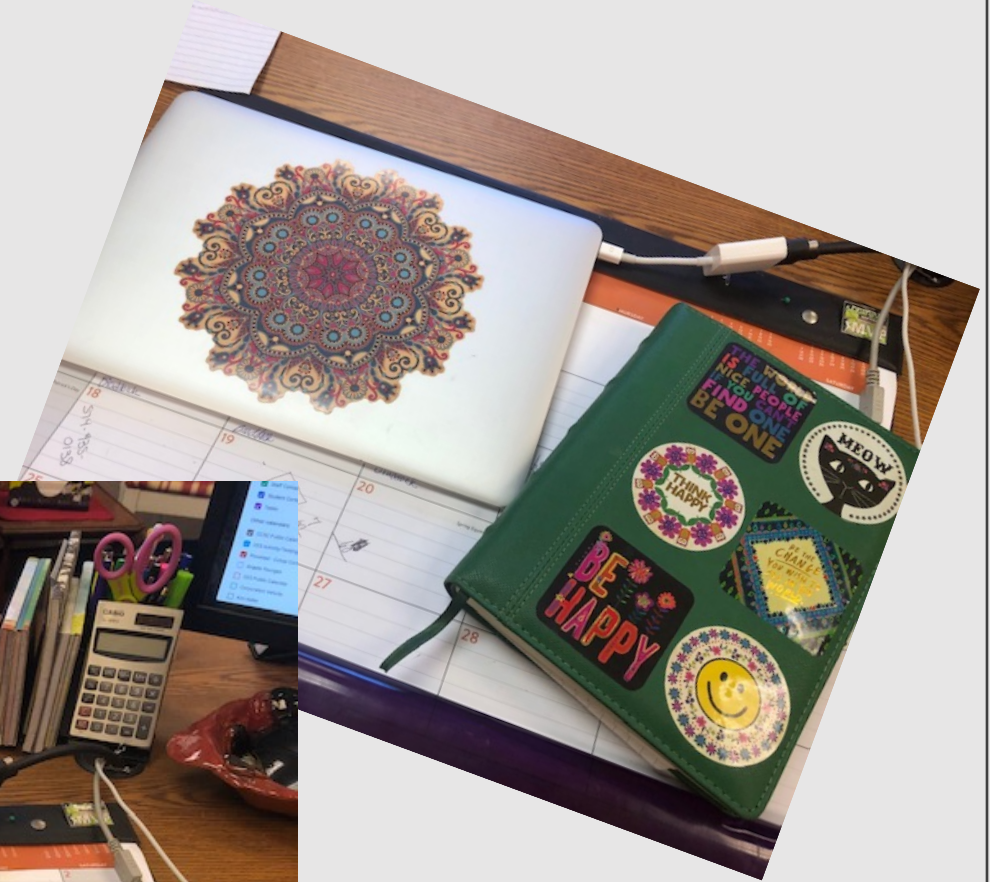
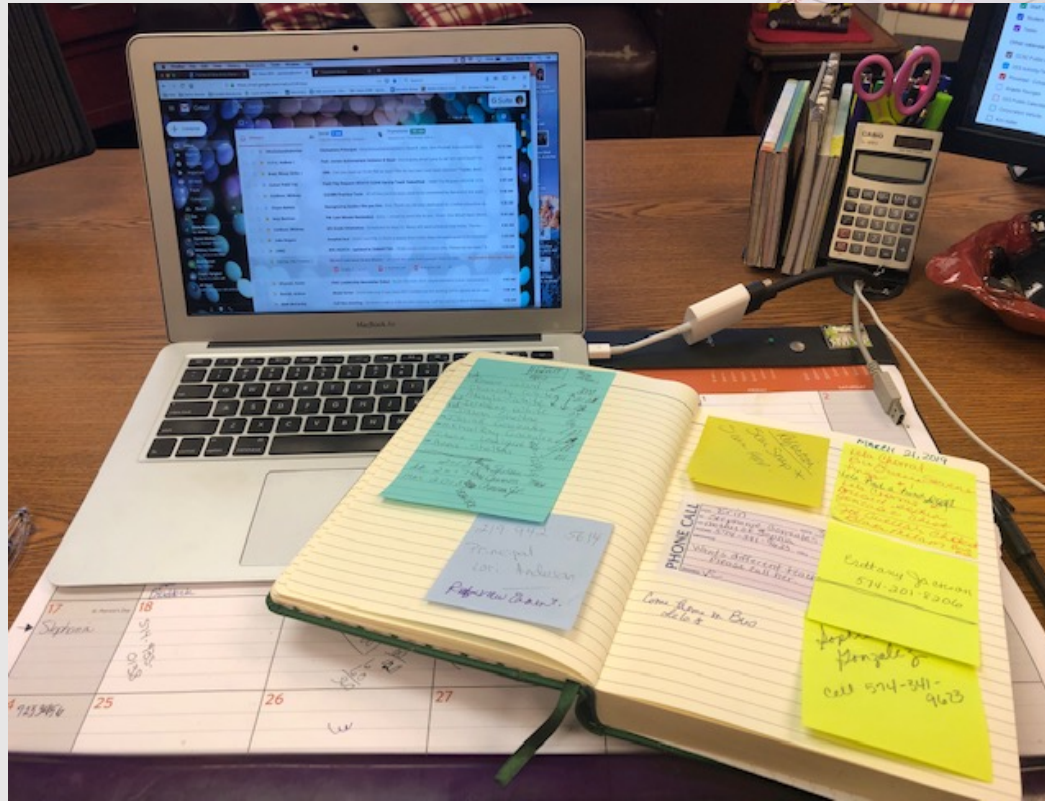


Reflection...

As I reflected on my findings, I realized that it is okay not to have all of my information in one place. I just need a better system. I feel like I am getting there, but I still have a ways to go before I can honestly say that I am/feel “Organized”.



It's Okay...



Sometimes...
old habits are
hard to break! 😊