



## Awareness of How Stress Limits Me Professionally and Personally

**Principal Name:** Ann Marie Caballero

**School Name:** William Fegely Middle School

**Principal's Email Contact:** annmarie.caballero@portage.k12.in.us

### **Background Leading to My Inquiry (Slide 2)**

As a first year principal, I noticed that my day didn't seem to have an "end." I figured that it was because I was new and I needed to get into a groove. Learning as much as I could in my new role, it made sense that extra time in the office was necessary but it would get better. However, in my second year the work didn't change, the understanding of my role didn't make the hours any less, and the stress of "all that needs to be done" was still there.

In my second year as principal, I did notice that I was changing. Sadly, I was not as visible in my school as I wanted to be, I was working beyond "normal" workday hours, I didn't seem to have the time for positive stress relief, and unfortunately my spouse was on the receiving end of those emotions and I was unavailable to him and my family.

### **The Purpose of My Inquiry (Slide 3)**

Therefore, the purpose of my action research project is to find a positive outlet for me to better control stress, healthy lifestyle, and visibility in my school as well as maintaining a healthy balance of a professional and personal life.

### **My Wondering (Slide 4)**

With this purpose, I wondered if I leave work before 5:30pm, work out three days a week, drink 4 liters of water a day, and reach the daily recommended steps (11,000 steps) each day that it would help relieve daily stresses, become more visible in my building, and create a better balance of work and home life.

### **My Actions (Slide 5)**

In order to collect data for my project I set up the following process:

First, I used my school ID to swipe in and out every day that I worked. Goal is to leave before 5:30pm. I will check my time in/time out everyday on FRONTLINE

Time Reports: I will collect attendance reports from the PTS human resource department starting Dec. 2, 2019 and ending Feb. 28, 2020.

Second, I created a journal for the following:

Work Out Journal: this was used to document days and activity

Water Intake Journal: this was used to document daily water intake Monday through Friday starting Dec. 2, 2019 and ending Feb. 28, 2020.

Step Journal: I will use my Smartwatch to collect my step data and I will record this data in a daily journal Monday through Friday starting Dec. 2, 2019 and ending Feb. 28, 2020.

Family Happiness Journal: I journaled activities, conversations, and overall family time. I started this journal Dec. 2, 2019 and ending Feb. 28, 2020.

Third, everyday before going to bed, I completed each aspect of the appropriate journal.

### **Data Collection (Slide 6)**

- Time: I collected data from my clock in/clock out available to me from Frontline and our HR Department
- Workout: I created a Google Sheet and recorded each date that I worked out within a given week along with length of time, exercise type, and a note/reflection
- Water: I created a Google Sheet to record dates, total ounces taken in, and marked if I reached my goal
- Steps: I created a Google Sheet and used the data collected from my Smartwatch and Activity App. I also recorded if I reached my goal and any note/reflection of the day
- Family: I created a Google Doc that I journaled thoughts and activities of the week. I also used a 1 to 3 rating scale on how successful the week was regarding quality family time, stress, and distractions/responsibilities

### **My Data (Slides 7-20)**

#### **My Discoveries (Slide 21)**

Learning Statement One: I learned that I can leave the building at a reasonable hour and still be an effective leader.

I learned that I can leave the building at a reasonable hour and still be an effective leader because I collected fifty days of data and successfully left before 5:30pm on 27 of those days or 54% of the time. More than half of my data supports that I was able to maintain my responsibilities, meet expectations or exceed expectations, and still fit in time to exercise and spend quality time with my family.

Learning Statement Two: I learned maintaining healthy habits allowed me to reduce stress

I learned maintaining healthy habits allowed me to reduce stress at home and in school. Incorporating physical activity allowed me to reduce stress and frustrations in and out of school. I also lost 8 pounds! Although reaching the 136oz a day was very difficult for me to do, my daily water intake allowed me to stay hydrated and maintain a “full” feeling therefore I did not snack on unhealthy foods between meals. Meeting my step goal was not easy for me at all, I only met my goal once throughout the 13 weeks. Although, in my notes, I did record many days that I had great interactions with students and teachers on days that I was no where near my goal. For me, I feel that it is not the number of steps that I need to focus on, it is the purpose and destination of the steps that I take.

Learning Statement Three: I learned that I had far more good weeks than I did bad.

I learned that spending quality time with my family happens much more than I had originally thought. I had 9 good/excellent weeks and only 4 bad weeks. The bad weeks also included a lot of time of illness and the death of my aunt. Including a strategy to combat stress (working out) really helped me calm down so I can focus on what the issue truly is instead of allowing the issue to consume me.

### **Where I Am Heading Next (Slide 22)**

I will continue to set an alarm on my phone/smartwatch to leave the building by 5:30pm unless there is a required supervision event or meeting. Leaving work at a reasonable hour to self care is not a bad thing; I constantly preach to my staff about taking care of themselves so they can be the best version of themselves to take care of our students, an effective leader will model that statement for their staff.

I will continue to work out as a strategy to combat stress; I enjoyed the time destressing and it also gives me time with my husband. We enjoyed each other's company and helped push each other to do a little more.

I will continue journaling my thoughts and reflecting on my time with my family. Through the reflections, I can see any necessary changes or strategies that I need to implement to make my time with my family the best it can be.

**Concluding Thought:** As I reflect on my overall active research project, I find that it represents a great example of the School Leader–Building Level Educator Standard 3: “Personal Behavior - School building leaders model personal behavior that sets the tone for all student and adult relationships in the school” (IDOE, 2010). All the aspects of my project from self care, time management, stress management, and balance of personal and work life should be modeled for my staff and students; remembering that I am a lead learner, I will continue to better myself through education and reflection.

### **Bibliography (Slide 23)**

IDOE. (2010, December). NES Corporate Normal Template. Retrieved May 27, 2020, from <https://www.doe.in.gov>

# Awareness Of How Stress Limits Me Professionally And Personally

William Fegely Middle School

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## Background Leading to this Inquiry

As a first year principal, I noticed that my day didn't seem to have an "end." I figured that it was because I was new and I needed to get into a groove. Learning as much as I could in my new role, it made sense that extra time in the office was necessary but it would get better. However, in my second year the work didn't change, the understanding of my role didn't make the hours any less, and the stress of "all that needs to be done" was still there.

In my second year as principal, I did notice that I was changing. Sadly, I was not as visible in my school as I wanted to be, I was working beyond "normal" workday hours, I didn't seem to have the time for positive stress relief, and unfortunately my spouse was on the receiving end of those emotions and I was unavailable to him and my family.



## Purpose of This Inquiry

Therefore, the purpose of my action research project is to find a positive outlet for me to better control stress, healthy lifestyle, and visibility in my school as well as maintaining a healthy balance of a professional and personal life.



# My Wondering

With this purpose, I wondered if I leave work before 5:30pm, work out three days a week, drink 4 liters of water a day, and reach the daily recommended steps (11,000 steps) each day that it would help relieve daily stresses, become more visible in my building, and create a better balance of work and home life.



# My Actions

In order to collect data for my project I set up the following process.

First, I used my school ID to swipe in and out every day that I worked. Goal is to leave before 5:30pm.

- I will check my time in/time out everyday on FRONTLINE
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Second, I created a journal for the following:

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Third, everyday before going to bed, I completed each aspect of the appropriate journal.





# Data Collection

- Time: I collected data from my clock in/clock out available to me from Frontline and our HR Department
- Workout: I created a Google Sheet and recorded each date that I worked out within a given week along with length of time, exercise type, and a note/reflection
- Water: I created a Google Sheet to record dates, total ounces taken in, and marked if I reached my goal
- Steps: I created a Google Sheet and used the data collected from my Smartwatch and Activity App. I also recorded if I reached my goal and any note/reflection of the day
- Family: I created a Google Doc that I journaled thoughts and activities of the week. I also used a 1 to 3 rating scale on how successful the week was regarding quality family time, stress, and distractions/responsibilities



# My Time Data

I used my ID every day to swipe in and out in order to record my hours worked each day. I was able to document my hours as I have access to our program however I did receive a monthly report from our HR Department for verification. This is a sample of my January report.

EMPLOYEE CABALLERO, ANN (12391)												
WORK WEEK SUMMARY												
Dates					Events						Wages	
DAY	LOCATION & JOB	DURATION			CODE	TYPE	TIME		DURATION		WAGE CODES	
		SCH	TOTAL	PAID			IN	OUT	TOTAL	PAID	TYPE	DUR
Wed 01/01	Fegely Middle School Adminstrators	08:00	08:00	08:00	MC	New Year's Day	07:00 AM	11:00 AM	04:00	04:00	HOLIDAY_PAID	08:00
					MC	New Year's Day	11:30 AM	03:30 PM	04:00	04:00	--	--
<b>Wed 01/01 Total</b>		<b>08:00</b>	<b>08:00</b>	<b>08:00</b>					<b>08:00</b>	<b>08:00</b>		<b>08:00</b>
Thu 01/02	Fegely Middle School Adminstrators	08:00	--	--	--	--	--	--	--	--	--	--
<b>Thu 01/02 Total</b>		<b>08:00</b>	<b>--</b>	<b>--</b>					<b>--</b>	<b>--</b>		<b>--</b>
Fri 01/03	Fegely Middle School Adminstrators	08:00	--	--	--	--	--	--	--	--	--	--
<b>Fri 01/03 Total</b>		<b>08:00</b>	<b>--</b>	<b>--</b>					<b>--</b>	<b>--</b>		<b>--</b>
<b>Work Week 01/01 - 01/04 Total</b>		<b>24:00</b>	<b>08:00</b>	<b>08:00</b>					<b>08:00</b>	<b>08:00</b>		<b>08:00</b>
Mon 01/06	Fegely Middle School Adminstrators	08:00	08:45	08:45	ET	Daily Shift	07:00 AM <i>06:56 AM Actual</i>	04:15 PM <i>04:09 PM Actual</i>	09:15	09:15	REGULAR	08:45
					AD	Auto Deduct Time	--	--	-00:30	-00:30	--	--
<b>Mon 01/06 Total</b>		<b>08:00</b>	<b>08:45</b>	<b>08:45</b>					<b>08:45</b>	<b>08:45</b>		<b>08:45</b>
Tue 01/07	Fegely Middle School Adminstrators	08:00	00:00	00:00	ET	Daily Shift	06:30 AM <i>06:34 AM Actual</i>	--	00:00	00:00	--	--
<b>Tue 01/07 Total</b>		<b>08:00</b>	<b>00:00</b>	<b>00:00</b>					<b>00:00</b>	<b>00:00</b>		<b>--</b>
Wed 01/08	Fegely Middle School Adminstrators	08:00	12:45	12:45	ET	Daily Shift	07:15 AM <i>07:16 AM Actual</i>	08:30 PM <i>08:24 PM Actual</i>	13:15	13:15	REGULAR	12:45
					AD	Auto Deduct Time	--	--	-00:30	-00:30	--	--
<b>Wed 01/08 Total</b>		<b>08:00</b>	<b>12:45</b>	<b>12:45</b>					<b>12:45</b>	<b>12:45</b>		<b>12:45</b>
Thu 01/09	Fegely Middle School Adminstrators	08:00	09:30	09:30	ET	Daily Shift	07:00 AM <i>06:57 AM Actual</i>	05:00 PM <i>04:53 PM Actual</i>	10:00	10:00	REGULAR	09:30
					AD	Auto Deduct Time	--	--	-00:30	-00:30	--	--
<b>Thu 01/09 Total</b>		<b>08:00</b>	<b>09:30</b>	<b>09:30</b>					<b>09:30</b>	<b>09:30</b>		<b>09:30</b>
Fri 01/10	Fegely Middle School Adminstrators	08:00	09:00	09:00	ET	Daily Shift	07:15 AM <i>07:11 AM Actual</i>	04:45 PM <i>04:47 PM Actual</i>	09:30	09:30	REGULAR	09:00
					AD	Auto Deduct Time	--	--	-00:30	-00:30	--	--



# My Time Data

Data journal for work hours each day. This information was gathered from our FRONTLINE program as well as the Frontline report given to me by our HR Department. Creating a journal allowed me to see my hours worked but also allowed me to add notes/comments regarding my day.

DATE	Time IN/OUT	GOAL REACHED (leave before 5:30pm)	NOTES/REFLECTION
12/2/2019	7:00am/7:30pm	x	Boys basketball game supervision
12/3/2019	7:09am/9:07pm	x	Community/Parent event: Eyes on the Future
12/4/2019	7:17am/6:53pm	x	Worked on monthly PD; and our Friday Warrior Assembly Trivia Game
12/5/2019	6:56am/6:26pm	x	Stayed after today to make sure everything was ready for our Warrior Assembly tomorrow
12/6/2019	7:02am/6:56pm	x	Seemed to have a lot of catch up on emails and other office duties
12/9/2019	7:09am/6:52pm	x	Staff meeting and Orchestra Concert supervision
12/10/2019	7:29am/4:41pm	YES	
12/11/2019	7:00am/4:39pm	YES	
12/12/2019	7:14am/4:00pm	YES	
12/13/2019	7:25am/6:34pm	x	Had to catch up from the week... out three days in a row before 5:00pm... work is starting to build
12/16/2019	7:18am/4:12pm	YES	
12/17/2019	6:32am/4:12pm	YES	
12/18/2019	7:00am/8:00pm	x	Holiday Dance supervision
12/19/2019	7:00am/6:15pm	x	Getting my work caught up before the holiday break; determined not to work over the break!!!
12/20/2019	6:45am/5:30pm	YES	YES!!! Made it... on the dot! I was able to get everything caught up... I am going to enjoy our break!!!
1/6/2020	6:56am/4:09pm	YES	
1/7/2020	6:34am/4:00pm	YES	
1/8/2020	7:16am/8:24pm	x	Stayed late tonight to get caught up after the break. Feeling run down, seem to be moving very slow!
1/9/2020	6:57am/4:53pm	YES	Had to go... still have stuff to do but I'm still not feeling my best. When I got home, I took my medicine and headed to bed!
1/10/2020	7:11am/4:47pm	YES	
1/13/2020	7:15am/8:59pm	x	Needed to stay today, due to not feeling well some things got behind. I had a staff meeting and needed to be sure we were ready to go for NWEA
1/14/2020	7:21am/5:09pm	YES	
1/15/2020	7:05am/6:18pm	x	Continued to work on office duties
1/16/2020	7:15am/7:03pm	x	Basketball supervision
1/17/2020	7:18am/4:30pm	YES	
1/20/2020	7:00am/4:07pm	YES	
1/21/2020	6:56am/8:45pm	x	Basketball supervision
1/22/2020	7:05am/5:35pm	x	Held leaders/departement head meeting
1/23/2020	7:12am/5:05pm	YES	Conducted parent meeting; conducted 7 short evaluations
1/24/2020	O DATA COLLECTED		WAS NOT IN BUILDING TODAY
1/27/2020	7:08am/6:29pm	x	Union Rep Meeting after school
1/28/2020	6:59am/4:40pm	YES	Left building early (approx 1:30) however had meeting at admin building
1/29/2020	O DATA COLLECTED		IPLI Seminar
1/30/2020	7:08am/7:35pm	x	
1/31/2020	7:09am/5:29pm	YES	
2/3/2020	7:05am/8:35pm	x	Basketball supervision
2/4/2020	7:00am/6:17pm	x	PAT Discussion at administration building
2/5/2020	7:22am/4:00pm	YES	
2/6/2020	7:49am/8:00pm	x	Out of building today for admin meeting, came to the building after hours to complete work
2/7/2020	O DATA COLLECTED		Not in building today
2/10/2020	7:09am/4:52pm	YES	
2/11/2020	7:01am/4:49pm	YES	
2/12	7:00am/4:45pm	YES	
2/13/2020	6:48am/2:17pm	YES	
2/14/2020	O DATA COLLECTED		PRESIDENT'S HOLIDAY WEEKEND



# My Time Data Continued

Data journal for work hours each day. This information was gathered from our FRONTLINE program as well as the Frontline report given to me by our HR Department. Creating a journal allowed me to see my hours worked but also allowed me to add notes/comments regarding my day.

	A	B	C	D
1	DATE	Time IN/OUT	GOAL REACHED (leave before 5:30pm)	NOTES/REFLECTION
43	2/11/2020	7:01am/4:49pm	YES	
44	2/12	7:00am/4:45pm	YES	
45	2/13/2020	6:48am/2:17pm	YES	
46	2/14/2020	NO DATA COLLECTED		PRESIDENT'S HOLIDAY WEEKEND
47	2/17/2020	NO DATA COLLECTED		PRESIDENT'S HOLIDAY WEEKEND
48	2/18/2020	7:00am/8:27pm	x	Basketball supervision
49	2/19/2020	7:11am/4:57pm	YES	
50	2/20/2020	7:18am/7:24pm	x	Worked on evaluations, office duties, and emails
51	2/21/2020	7:11am/5:18pm	YES	
52	2/24/2020	7:02am/4:19pm	YES	
53	2/25/2020	7:00am/3:28pm	YES	
54	2/26/2020	6:56am/7:32pm	x	Worked on evaluations, office duties, and emails
55	2/27/2020	7:07am/5:14pm	YES	
56	2/28/2020	7:07am/4:00pm	YES	IPLI MEETING AT MYERS ELEMENTARY
57				
58	50 Days of Data		23 No/27 Yes	I was much more successful with this task. I also noted that 11 of the days that I did stay late, they were required due to supervision/meetings.
59				In the three months of data, only 12 nights were late due to me choosing to work late to have quiet office time. This does still cause me to be away
60				from my family and also takes time away from me being able to work out.
61				



# My Workout Data

My workout journal was documented in a Google Sheet. I recorded each date that I worked out and what exercise was done. I also added notes/reflections for the week. My goal is to workout three times a week.

A	B	C	D	E
Week	#1	#2	#3	Notes/Reflection
12/1-12/7/2019	12/4 - 30 min cardio	12/7 - 30 min cardio	x	First week, I only was able to get two workouts in but I started.
12/8-12/14	12/8 - 30 min cardio	12/11 - 45 min arms & core	12/14/ - 45 min cardio, back/shoulders	MET MY GOAL and was able to complete two of them with my husband!
12/15-12/21	12/16 - 60 min cardio, legs	12/17 - 60 min cardio, core	12/21 - 30 cardio	Again, feeling good! Positive stress relief and spending time with my husband
12/22-12/28	x	x	x	Not this week... holiday planning, shopping, and spending quality time with my family
12/29-1/4/2020	x	x	x	Way too much holiday cheer...
1/5-1/11/2020	1/11 - 45 min cardio	x	x	First week back and under the weather, slow start
1/12-1/18	1/14 - 60 min cardio, legs	1/17 - 60 min cardio, arms	1/18 - 60 min cardio, back/shoulders	Fantastic week... MADE MY GOAL WITH MY HUSBAND
1/19-1/25	1/19 - 30 min core	1/22 - 30 min legs	1/23 - 30 min circuit training	Another great week... lost 5 pounds... more time with my husband
1/26-2/1/2020	x	x	x	Not a good week...
2/2-2/8	2/2 - 40 min cardio, arms	2/5 - 40 min cardio, back	x	Only got two in... ended up taking a day this week due to being sick so I didn't push my body... needed to relax
2/9-2/15	2/10 - 30 min circuit training	2/11 40 min legs	2/12 - 40 min cardio, core	add on 2/13-30 min back/shoulders and 2/14-30 min arms - FIVE DAYS THIS WEEK!!! WITH MY HUSBAND!
2/16-2/22	2/17 - 30 min circuit training	2/19 - 30 min cardio	2/22 - 30 min cardio	Lost 3 more pounds!!! My husband and I are feeling good and happy to be spending time together.
2/23-2/29	2/24 - 30 min legs	2/25 - 30 min arms	2/29 - 30 min back/shoulders	Three more days feeling healthy, relieving stress, and spending time with my husband



# My Water Data

My water journal was documented in a Google Sheet. I recorded the amount of water I drank daily. My goal was 4 liters a day (approx. 136 ounces). I used a 32 oz cup to keep track of the amount of ounces. If I was able to finish 5 cups a day, I met my goal.

DATE	Ounces	GOAL REACHED (136oz)	DATE	Ounces	GOAL REACHED (136oz)	DATE	Ounces	GOAL REACHED (136oz)
12/2/2019	32oz	x	1/6/2020	96oz	x	2/3/2020	160oz	YES
12/3/2019	64oz	x	1/7/2020	64oz	x	2/4/2020	96oz	x
12/4/2019	96oz	x	1/8/2020	96oz	x	2/5/2020	160oz	YES
12/5/2019	96oz	x	1/9/2020	32oz	x	2/6/2020	96oz	x
12/6/2019	64oz	x	1/10/2020	64oz	x	2/7/2020	160oz	YES
12/9/2019	32oz	x	1/13/2020	160oz	YES	2/10/2020	160oz	YES
12/10/2019	96oz	x	1/14/2020	32oz	x	2/11/2020	160oz	YES
12/11/2019	64oz	x	1/15/2020	32oz	x	2/12	160oz	YES
12/12/2019	64oz	x	1/16/2020	64oz	x	2/13/2020	32oz	x
12/13/2019	96oz	x	1/17/2020	96oz	x	2/14/2020	96oz	x
12/16/2019	64oz	x	1/20/2020	64oz	x	2/17/2020	160oz	YES
12/17/2019	160oz	YES	1/21/2020	160oz	YES	2/18/2020	32oz	x
12/18/2019	160oz	YES	1/22/2020	160oz	YES	2/19/2020	160oz	YES
12/19/2019	32oz	x	1/23/2020	32oz	x	2/20/2020	96oz	x
12/20/2019	64oz	x	1/24/2020	NO DATA COLLECTED	NO DATA COLLECTED	2/21/2020	32oz	x
			1/27/2020	32oz	x	2/24/2020	64oz	x
			1/28/2020	64oz	x	2/25/2020	96oz	x
			1/29/2020	96oz	x	2/26/2020	160oz	YES
			1/30/2020	160oz	YES	2/27/2020	96oz	x
			1/31/2020	160oz	YES	2/28/2020	64oz	x



# My Step Data

Sample of data collected by my Smartwatch of my steps taken for the month of January. I also had this for December and February. This data was then converted to a Google Sheet so that I could add notes/reflections of each day.



# My Step Data Continued

Data journal for steps taken throughout the work day. This information was gathered from my Smartwatch and recorded with notes/reflections of each day.

DATE	STEPS TAKEN	GOAL REACHED (11,000)	NOTES/REFLECTION
12/2/2019	8,182	x	Conducted 1 observation - but headed in the right direction
12/3/2019	7,203	x	In Collaboration Center throughout the day: PD Tuesday (3 1/2 Hours)
12/4/2019	6,608	x	Late Start Wednesday: Professional Development
12/5/2019	5,319	x	It was a good day... although I didn't reach my goal - I was able to spend a lot of time in classrooms
12/6/2019	5,957	x	Today was our Warrior Assembly - again, great day although I didn't meet my goal
12/9/2019	6,046	x	Bad day... did not get out of the office too much today... many office issues
12/10/2019	6,344	x	In Collaboration Center throughout the day: PD Tuesday (3 1/2 Hours)
12/11/2019	5,313	x	Spent the day in many classrooms today... I was able to see some great teaching today... GREAT DAY!
12/12/2019	9,867	x	Today was a DEAR DAY - spent the afternoon reading with the kids but I was able to walk the building a lot today... almost made it!
12/13/2019	5,306	x	I missed getting out today, I had many different issues come up in the office today.
12/16/2019	6,927	x	Our week countdown to holiday break... I was able to be in classrooms today for our spirit week... today - Ugly sweater!
12/17/2019	7,792	x	In Collaboration Center throughout the day: PD Tuesday (3 1/2 Hours)
12/18/2019	10,002	x	So close... worked a little longer today... we had our Holiday Dance... lots of fun!
12/19/2019	10,023	x	Again...so close! Judging our holiday decorations and getting to be in classrooms today!
12/20/2019	6,472	x	Last day... spent the day in classrooms today... wonderful day!
1/6/2020	6,986	x	First day back... and I was tired... didn't get out as much as I could have. Spent time getting our pd for the month together
1/7/2020	7,435	x	In Collaboration Center throughout the day: PD Tuesday (3 1/2 Hours)
1/8/2020	5,067	x	Feeling a little under the weather
1/9/2020	3,493	x	Feeling worse... getting work done to prepare for next week NWEA testing
1/10/2020	9,532	x	Feeling much better... made up for lost time. Still didn't meet my goal but it felt great getting out there and spending time with the kids and staff.
1/13/2020	7,336	x	I did ok today. I felt like I was visible but wasn't as good as yesterday.
1/14/2020	5,729	x	NWEA Testing - held building administrative meeting
1/15/2020	6,653	x	NWEA Testing - held building administrative meeting
1/16/2020	10,226	x	NWEA Testing - held building administrative meeting
1/17/2020	11,048	YES	YES!!!! I did it... my first day reaching the goal!!!! Felt like I was in every classroom and in every lunch period today...but, did not get to my email...
1/20/2020	7,040	x	eLearning Day: Site Based Meeting in the morning; admin walked to conduct building check and check ins with teachers
1/21/2020	6,928	x	In Collaboration Center throughout the day: PD Tuesday (3 1/2 Hours)
1/22/2020	6,489	x	Conducted 5 short evaluations
1/23/2020	5,352	x	Conducted parent meeting; conducted 7 short evaluations
1/24/2020	NO DATA COLLECTED		WAS NOT IN BUILDING TODAY
1/27/2020	6,202	x	AP was out today; helped a lot in office with discipline
1/28/2020	6,819	x	In Collaboration Center throughout the day: PD Tuesday (2 1/2 Hours); Left building early (approx 1:30)
1/29/2020	3,541	x	IPLI Seminar
1/30/2020	7,936	x	Good day... still didn't meet my goal but spent a lot of time with the kids
1/31/2020	5,622	x	Conducted 2 evaluations; 4 pre-eval conferences
2/3/2020	4,890	x	1/2 day at administration building for meeting
2/4/2020	7,776	x	In Collaboration Center throughout the day: PD Tuesday (3 1/2 Hours)
2/5/2020	6,005	x	L.S. Wednesday: Professional Development in the morning
2/6/2020	3,621	x	At the administration building all day for meeting
2/7/2020	NO DATA COLLECTED		DID NOT WEAR WATCH
2/10/2020	4,718	x	Conducted 2 evaluations; held 2 post evaluation conferences





# My Step Data Continued

Data journal for steps taken throughout the work day. This information was gathered from my Smartwatch and recorded with notes/reflections of each day.

2/10/2020	4,718	x	Conducted 2 evaluations; held 2 post evaluation conferences
2/11/2020	8,171	x	In Collaboration Center throughout the day; PD Tuesday (3 1/2 Hours)
2/12	6,796	x	Conducted 2 interviews and held a NWEA reward today for students - was able to play boardgames with the kids
2/13/2020	5,775	x	eLearning day: admin walked to conduct building check and held meeting

DATE	STEPS TAKEN	GOAL REACHED (11,000)	NOTES/REFLECTION
2/14/2020	NO DATA COLLECTED		PRESIDENT'S HOLIDAY WEEKEND
2/17/2020	NO DATA COLLECTED		PRESIDENT'S HOLIDAY WEEKEND
2/18/2020	9,091	x	In Collaboration Center throughout the day; PD Tuesday (3 1/2 Hours)
2/19/2020	5,360	x	Not good today... was in office conducting meetings and completing observation reports
2/20/2020	4,106	x	At the administration building in the am for meetings
2/21/2020	6,625	x	Conducted 3 long evaluations
2/24/2020	5,789	x	Admin meeting; 2 evaluations; 1 post evaluation conference
2/25/2020	8,878	x	In Collaboration Center throughout the day; PD Tuesday (3 1/2 Hours)
2/26/2020	5,664	x	Conducted 4 evaluations
2/27/2020	6,035	x	In DQST meeting in the am; I IEP meeting; 1 post evaluation conference
2/28/2020	5,425	x	Conducted 2 post evaluation conferences; 1 parent meeting; IPLI meeting (left school at 1:45)



# My Family Happiness Data

I journaled my feelings of how successful my family time was each week. I based each score on time spent with family, stress levels, and other distractions/responsibilities that may get in the way of spending quality time with my family.

## Family Happiness Journal

I will record a journal entry every week that depicts my feelings and thoughts of time spent with my family. At the end of the week, I will rate my week with a 1-3 rating:

- 1 = did not spend as much time with my family. I allowed stress, work, or many other distractions/responsibilities to get in the way of a happy family week
- 2 = I was able to spend some time with my family; did not allow many distractions/responsibilities, work or other stressors to get in the way of a happy family week
- 3 = I had a great family week! I enjoyed spending time with my family - we were able to do things that we enjoy together, we were able to combat stressors by maintaining a healthy outlet, or I spent quality “me” time reflecting and enjoying my home.

### **December 1 - 7, 2019**

This week wasn't very successful. I found myself working beyond 5:30 and was stressing that I didn't meet my goal. I was able to get two cardio workouts in but the goal of spending more time with my family didn't happen throughout the work week. By the time I arrived home, had dinner, and prepared for the next day of work. I only was able to spend about 30 minutes a day with my husband. I was able to talk to my daughter on the phone but wasn't able to see her this week. Over the weekend, my husband and I were able to spend time together.

**RATING THIS WEEK: 1**



# My Family Happiness Data

Continued

## **December 8 - 14, 2019**

I had a better week; my husband and I worked out together and I met my goal of leaving before 5:30 three times this week. I enjoyed being home to make dinner and sitting with my husband and mother for dinner. I was also able to catch up with my daughter this week as she was able to come by too. This weekend was fun shopping for Christmas and spent time in my kitchen cooking and one of my favorite days of the year - TAMALE DAY, we spend the day as a family and make over 600 tamales!

**RATING THIS WEEK: 3**

## **December 15 - 21, 2019**

I had another good week; my husband and I worked out together and I met my goal of leaving before 5:30 three times again this week. Planning the holidays with my daughter and family has brought me much joy. I was saddened to get word from my son that he will not be able to make it home for Christmas as he is a Marine stationed in North Carolina so that was hard to hear. He was unable to come home for Thanksgiving too so I was praying, but I understand.

**RATING THIS WEEK: 2**

I



# My Family Happiness Data

Continued

## **December 22 - 28, 2019**

Christmas was wonderful...being with my family this week made my heart so full. Mass, baking cookies, cooking and spending QUALITY time with my family is what truly matters.

**RATING THIS WEEK: 3**

## **December 29 - January 2, 2020**

Another week with family. I have not looked at my email, opened my computer nor thought of what I should be doing... my attention has truly been FAMILY.

**RATING THIS WEEK: 3**

## **January 5 - 11, 2020**

Back to work this week. I did leave four times this week before my goal however I only worked out once this week. I wasn't feeling my best this week. I don't believe I practiced self care in the sense of getting rest for the past couple of weeks... the holidays bring so much excitement and I always tend to over do it. The weekend was spent resting and recouping.

**RATING THIS WEEK: 2**

## **January 12 - 18, 2020**

Fell back this week... put a lot of extra hours at the building this week. However, I was able to meet my goal for working out and my husband joined me so we did spend some time together. Again, the focus seemed to steer to work this week. I seemed to have a lot to catch up on.

**RATING THIS WEEK: 2**



# My Family Happiness Data

Continued

## January 19 - 25, 2020

Work supervision/meetings kept me at the building late two nights this week, I met my three days workout goal and again my husband joined me and I lost FIVE pounds. I still seem to be fighting off a cold. I ended up taking the day on Friday... couldn't shake it and this really didn't allow for a great weekend... found myself in bed all weekend.

**RATING THIS WEEK: 1**

## January 26 - February 1, 2020

I did well this week with leaving work on time, I was only late 2 days this week due to supervision and a meeting. I had IPLI this week, always a good experience. However, due to still feeling a little off, I did not workout this week. Being away from my husband Tuesday night and all day Wednesday didn't allow us time to spend together. I did spend a lot of time on the phone Tuesday evening talking to my daughter and husband. This weekend, we celebrated my birthday on Saturday - we went out for dinner and celebrated as a family (husband, daughter, mother, in-laws, and my son via FaceTime) at my mother-in-laws home where we had my favorite cake and time to laugh and celebrate. **RATING THIS WEEK: 2**



# My Family Happiness Data

Continued

## **February 2 - 8, 2020**

Still not feeling my best, I can't seem to shake whatever I have. I did have two supervision/meetings this week that kept me beyond my time goal. I also stayed late on Thursday to catch up on school business and I knew that I was running a fever so I actually took another sick day, again my weekend was gone. Not too much fun family time this week either. I did manage to get in two short workouts with my husband but my heart just wasn't in it. I needed more rest.

**RATING THIS WEEK: 1**

## **February 9 - 15, 2020**

WOW... do I feel GREAT! I left every day this week before my time goal and I worked out FIVE times this week. Whatever cold I was fighting... I BEAT IT! My husband and I had great conversation, we went out to eat, I cooked some of my favorite dishes (tacos/rice/beans, breaded pork chops/parsley potatoes/corn, caldo de res/rice/flour tortillas) and I spent a great night FaceTiming with my son!

**RATING THIS WEEK: 3**

## **February 16 - 22, 2020**

I only stayed late twice this week. But I was able to get in three full days of working out and I lost another THREE pounds. My husband and I are enjoying the time we are spending together and he appreciates that I am not at work every night until 8! I did receive some very stressful news about my aunt, she is not doing well and is in intensive care in Houston, TX, doctors are not giving us very good news and I worry about my family. I may have to travel soon, I am not sure how to deal with this...

**RATING THIS WEEK: 2**



# My Family Happiness Data

Continued

and I lost another THREE pounds. My husband and I are enjoying the time we are spending together and he appreciates that I am not at work every night until 8! I did receive some very stressful news about my aunt, she is not doing well and is in intensive care in Houston, TX, doctors are not giving us very good news and I worry about my family. I may have to travel soon, I am not sure how to deal with this...

**RATING THIS WEEK: 2**

## **February 23 - 29, 2020**

I did very well this week with time management and left on time four days this week. I also was able to workout three days this week. I am focusing my stress about my aunt into the workout to help my body cope. I have talked to my family in Texas all week and things do not look good. Although I am spending time with my family here, my mind and heart is in Texas... I can't concentrate or seem to find my smile.... On Saturday, February 29... my Tia Norma passed away... I will be traveling to Texas this coming up week....

**RATING THIS WEEK: 1**



# My Discoveries

- Learning Statement One: I learned that I can leave the building at a reasonable hour and still be an effective leader.

I learned that I can leave the building at a reasonable hour and still be an effective leader because I collected fifty days of data and successfully left before 5:30pm on 27 of those days or 54% of the time. More than half of my data supports that I was able to maintain my responsibilities, meet expectations or exceed expectations, and still fit in time to exercise and spend quality time with my family.

- Learning Statement Two: I learned maintaining healthy habits allowed me to reduce stress

I learned maintaining healthy habits allowed me to reduce stress at home and in school. Incorporating physical activity allowed me to reduce stress and frustrations in and out of school. I also lost 8 pounds! Although reaching the 136oz a day was very difficult for me to do, my daily water intake allowed me to stay hydrated and maintain a “full” feeling therefore I did not snack on unhealthy foods between meals. Meeting my step goal was not easy for me at all, I only met my goal once throughout the 13 weeks. Although, in my notes, I did record many days that I had great interactions with students and teachers on days that I was no where near my goal. For me, I feel that it is not the number of steps that I need to focus on, it is the purpose and destination of the steps that I take.

- Learning Statement Three: I learned that I had far more good weeks than I did bad.

I learned that spending quality time with my family happens much more than I had originally thought. I had 9 good/excellent weeks and only 4 bad weeks. The bad weeks also included a lot of time of illness and the death of my aunt. Including a strategy to combat stress (working out) really helped me calm down so I can focus on what the issue truly is instead of allowing the issue to consume me.





## Where I am Heading Next

- Continue to set an alarm on my phone/smartwatch to leave the building by 5:30pm unless there is a required supervision event or meeting. Leaving work at a reasonable hour to self care is not a bad thing; I constantly preach to my staff about taking care of themselves so they can be the best version of themselves to take care of our students, an effective leader will model that statement for their staff.
- Continue to work out as a strategy to combat stress; I enjoyed the time destressing and it also gives me time with my husband. We enjoyed each other's company and helped push each other to do a little more.
- I will continue journaling my thoughts and reflecting on my time with my family. Through the reflections, I can see any necessary changes or strategies that I need to implement to make my time with my family the best it can be.

**Concluding Thought:** As I reflect on my overall active research project, I find that it represents a great example of the School Leader–Building Level Educator Standard 3: “Personal Behavior - School building leaders model personal behavior that sets the tone for all student and adult relationships in the school” (IDOE, 2010). All the aspects of my project from self care, time management, stress management, and balance of personal and work life should be modeled for my staff and students; remembering that I am a lead learner, I will continue to better myself through education and reflection.



# Bibliography

IDOE. (2010, December). NES Corporate Normal Template. Retrieved May 27, 2020, from <https://www.doe.in.gov>

