

# Timely Thoughts

Reflect & Respond



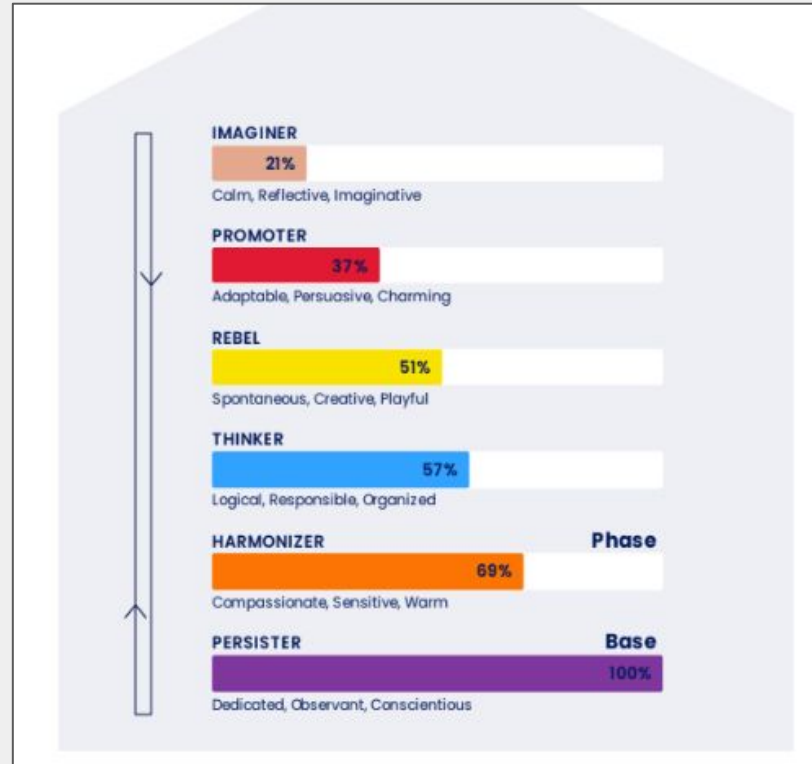
Milford School

Michael Casey

[mcasey@wawasee.k12.in.us](mailto:mcasey@wawasee.k12.in.us)



# PCM Personality Test



# Background Leading to this Inquiry

- I have been in administration for six years. Five of those years have been as an Assistant Principal/Athletic Director. I am currently in my first year as Principal.
  - That said, historically decision making with situations brought to the attention of administration must be made quickly.
  - I have trained my mind to come to a quick decision on incidents presented -- BUT my goal is to take time to think (journal, converse, and reflect) before making bigger decisions in my current role.
    - Thank you to bringing this to my attention -- let me do some work on this and I will get back to you...Accountability (team effort)
- It is vitally important as the building principal to not make knee-jerk decisions or immediate reactions on issues that will greatly impact the building (whether positively or negatively).
  - Empower & Engage

## Purpose of This Inquiry

- I often wonder how I can better myself in the *imaginer* floor -- reflective, imaginative, and calm -- to best lead myself on a daily basis. I have pondered this topic for many years.
  - My passion and focus on being the best version of myself formed when I was competing in athletics in high school and college.
  - I firmly believe that focusing on my thoughts, whether in my head or on paper, will greatly impact my daily life and those around me.
- It is my goal to be a coffee bean - one who transforms my surrounding by attitude, behaviors and decisions.

## My Wondering

- How can I *strengthen* my *imaginer* floor, which in turn will help to *build* my *leadership capacity* at home and at work?
- What can I *learn* about *myself* that will best assist me in my home and work life?

## My Actions

- Documentation during meetings & conversations.
- Gathering my thoughts after situations.
  - Take notes -- responsible, logical, and organized.
- Journaling my thoughts throughout the week.
  - Personal and Professional

## Data Collection

- Monthly Journal Entries
  - December - May
- Situational Notes/Reflections
- Personal Reflections



# My Data

- Imaginer - Leadership Focus
- Specific documentation on conversations and situations. (*Slide 9*)
- Encouragement - Daily Positives! (*Slide 10*)
- Community celebration -- Family Fun Night (*Slide 11*)
  - FREE Event - 600+ attendance -- families, students and staff.
    - Great time being principal and a dad.



## Chain of Events → Crisis Mode

Plan → Beginning of the day  
End of the day

### Step 1 Action 2

1. Fully Staffed ✓
2. Starting Meeting - All who work with LC
3. Jessica, Jen, Tessa, Mikael

Alison Jessica Jen Mikael  
Tessa Emily

### MEET - recommendations

Succ. Plan → Format → Experts (Implemental) → Clear  
↳ Plan must be implemental → Directive

Lee's schedule

### \*Accountability of Attendance

# My Data

Culture - Work School Home

Collaborative

Find daily wins and stay focused!

## March - Testing Preparation

- Be focused
- Be Supportive
- Supply students + Teachers Snacks + Gear
- Encouraging letters/words
- Understanding Scores/Results
- Feedback
- Thoughts on Testing
- Collaborative Effort

- One day at a time
- Control the Controllables
- Remain Focused + Energized

2/16/23

Engage + Engage

Reflect - Continually

February Word: Smile 😊

2/16/23 Reflection

- Tough End of day, Tough Conversations.
- Be better because of it. Don't let it define you and your work being done now + in the future.
- Don't take it personal. Think logically.

Feb. 20 - 27

3 Staff Resignations

- Hard to process
- Tough/Hard times for ALL
- Staff Meeting  
↳ Plan  
Talk  
Support
- Be Vulnerable
- Be "Optimistic"  
Positive

Daily Positive

“

#MindsetMonday

*Comparison is the thief of joy!*

Embrace your uniqueness,  
be grateful for what you have  
and live the life only you  
were created for.

- @jongordon11

”

Get a daily quote at [DailyPositive.com](http://DailyPositive.com)

# My Data

Daily Positive

“

LET GO!  
If you keep holding on to  
what was, you can't  
receive what's new and  
what's to come.

@dannyokey

”

Get a daily quote at [DailyPositive.com](http://DailyPositive.com)

100

## Be Present

When people feel seen or heard there is a moistening in the eyes. Yet in 99% of our conversations, this doesn't happen. You can change that. When you're in the presence of other people, put your phone away. Tune out distractions and be present with the person you are with. Give them your full energy and attention.

201

HOW TO BE A COFFEE BEAN

[HowToBeACoffeeBean.com](http://HowToBeACoffeeBean.com)



Daily Positive

Transactional Thinking is in a way that says "What Can I Get?" while Relational Thinking is more about "What Can I Give?"

Focus on the relationship today.

@JonGordon11

[DailyPositive.com](http://DailyPositive.com)

Daily Positive

If they praise you, **SHOW UP** and **DO THE WORK**. If they criticize you, **SHOW UP** and **DO THE WORK**. If no one even notices you, just **SHOW UP** and **DO THE WORK**. Just keep showing up, doing the work, and leading the way.

@JonGordon11

Get a daily quote at [DailyPositive.com](http://DailyPositive.com)

Daily Positive

“

#MindsetMonday

Today, I Will:  
1. Attack this day with enthusiasm  
2. Stay positive  
3. Be thankful  
4. Learn, improve, grow  
5. Be a blessing to others

- @jongordon11

”

Get a daily quote at [DailyPositive.com](http://DailyPositive.com)

# My Data



# My Discoveries

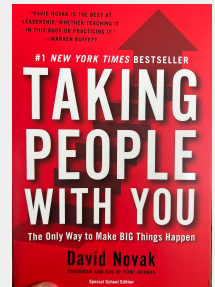
- I found that I need to regulate myself before entering a situation (student, staff, or parent).
  - “Stay Calm and Focused”
    - Be present
      - “2 Ears - 1 Mouth”
        - “Listen Intently”
- Reflect on Before/During/After
  - Self Talk - Continual Conversations
- Continual Reflection
  - Personal Journaling in the morning (time for self)
  - Positive Podcasts
  - Note taking during work
  - End of day reflection - 2-3 positives

## Where Am I Heading Next

- Continue Journaling Practices - reflection - personally and professionally.
- Mentor - Phil Lederach
- Feedback - End of Year Anonymous Survey -- Send to ALL staff.

# Bibliography

- Magda Tabac - Mind Training [Website](#)
- Jon Gordon <https://www.dailypositive.com/>
- ALYCEUM [Article](#) - Great Leaders Practice Journaling and Self Reflection
- Novak, D. (2013) *Taking People with You: The Only Way to Make Big Things Happen*. New York, Penguin Group.





## Year 1 Template for AR Narrative

[Title of Action Inquiry Project]

**Principal Name:** Michael Casey

**School Name:** Milford School

**Principal's Email Contact:** mcasey@wawasee.k12.in.us

### **Background Leading to My Inquiry (Slide 3)**

- I have been in administration for six years. Five of those years have been as an Assistant Principal/Athletic Director. I am currently in my first year as Principal.
  - That said, historically decision making with situations brought to the attention of administration must be made quickly.
  - I have trained my mind to come to a quick decision on incidents presented -- BUT my goal is to take time to think (journal, converse, and reflect) before making bigger decisions in my current role.
    - Thank you to bringing this to my attention -- let me do some work on this and I will get back to you...Accountability (team effort)
  - It is vitally important as the building principal to not make knee-jerk decisions or immediate reactions on issues that will greatly impact the building (whether positively or negatively).
    - Empower & Engage

### **The Purpose of My Inquiry (Slide 4)**

- I often wonder how I can better myself in the *imager* floor -- reflective, imaginative, and calm -- to best lead myself on a daily basis. I have pondered this topic for many years.
  - My passion and focus on being the best version of myself formed when I was competing in athletics in high school and college.
  - I firmly believe that focusing on my thoughts, whether in my head or on paper, will greatly impact my daily life and those around me.
- It is my goal to be a coffee bean - one who transforms my surrounding by attitude, behaviors and decisions.

### **My Wondering (Slide 5)**

With this purpose, we wondered . . .

- How can I *strengthen* my *imager* floor, which in turn will help to *build* my *leadership capacity* at home and at work?
- What can I *learn* about *myself* that will best assist me in my home and work life?

## **My Actions (Slide 6)**

In this step, begin by outlining how you gained insights into your wondering. Then, share what you did to conduct this AR cycle.

- Documentation during meetings & conversations.
- Gathering my thoughts after situations.
  - Take notes -- responsible, logical, and organized.
- Journaling my thoughts throughout the week.
  - Personal and Professional

## **Data Collection (Slide 7)**

Share the ways you collected data to understand better what was implemented.

- Monthly Journal Entries
  - December - May
- Situational Notes/Reflections
- Personal Reflections

## **My Data (Slides 8-11)**

Display data and share the ways you analyzed the data. **You may need additional slides.**

- Imaginer - Leadership Focus
- Specific documentation on conversations and situations. *(Slide 9)*
- Encouragement - Daily Positives! *(Slide 10)*
- Community celebration -- Family Fun Night *(Slide 11)*
  - FREE Event - 600+ attendance -- families, students and staff.
  - Great time being principal and a dad.







## My Data



### **My Discoveries (Slide 12)**

- I found that I need to regulate myself before entering a situation (student, staff, or parent).
  - “Stay Calm and Focused”
    - Be present
      - “2 Ears - 1 Mouth”
      - “Listen Intently”
- Reflect on Before/During/After
  - Self Talk - Continual Conversations
- Continual Reflection
  - Personal Journaling in the morning (time for self)
  - Positive Podcasts
  - Note taking during work
  - End of day reflection - 2-3 positives

### **Where I Am Heading Next (Slide 13)**

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

- Continue Journaling Practices - reflection - personally and professionally.
- Mentor - Phil Lederach
- Feedback - End of Year Anonymous Survey -- Send to ALL staff.

### **Bibliography (Slide 14)**

Novak, D. (2013) *Taking People with You: The Only Way to Make Big Things Happen*. New York, Penguin Group.

Jon Gordon. Daily Positive. Retrieved from <https://www.dailypositive.com/>

Alicia. (2021). Great Leaders Practice Journaling and Self Reflection. Retrieved from <https://alyceum.com.au/self-reflection-journaling-leadership/>

Magda Tabac. (2018-2023). Mind Training. Retrieved from <https://magdatabac.com/process-communication-model-pcm/types-of-personality/>

