

*Resources for inquiry brief development:

- Chapter 3 of *Leading with Passion & Knowledge*

- Purpose: To get the most out of my time at school and at home.
- Question (Wondering): How can I be more intentional with my daily schedule at home and at school?
 - Subquestions: How will I manage my time to reflect my priorities at home and at school?
- Method (What will I be doing?) I will utilize James Clear's book *Atomic Habits* to help me make parts of my life habits so that I am capable of doing more at home and work. I will create and utilize a calendar to help me prioritize and track my time at home and at school.
- Data Collection: I will have collect data from my calendars to see how much time I spend in each high priority area. I will also track my completion rate for high priority areas and the amount of unlogged time. This time can be assumed to be used on emails, low level discipline and other low priority administrative tasks.
- Calendar (timeline): I began tracking my time with high priority tasks the first week in December. I will continue to track it throughout the year on a weekly basis through the end of the school year. I want to see if being more mindful with my time will lead to the completion of more high priority tasks and less high priority time.

- Data Analysis: Being intentional with my time made me much more efficient. I took less work home each night and was able to meet more personal goals. I also confirmed that certain tasks (long term planning, budgets) are more difficult for me to complete during my scheduled time. However, by slotting a specific time for those tasks was much better at completing them.

Title of Action Research Project: Intentionally Efficient

Name of School: Newby Memorial

Principal's Name: Rob Adamson

Principal's Email:

rob.adamson@moorevilleschools.org

Background Leading to this Inquiry

Finding balance between being a good principal and a good a well rounded person is difficult. I wanted to make sure that I had time to work on my building, my family and myself every day. Responsibilities and tasks rarely go away, so my goal was to very intentional with my time.



Purpose of This Inquiry

- To get the most out of my time at school and at home.



My Wondering



- How can I be more intentional with my daily schedule at home and at school?
 - How will I manage my time to reflect my priorities at home and at school?

My Actions

I created weekly planner that forced me to plan and track my time each day. I included personal and work time throughout the week. I categorized each action into a different category.

Newby Memorial
Mr. Adamson's Week Date: _____
Goals for the week:

1.
2.
3.
4.
5.

Tasks for the week:

Task	Initial Meeting	Follow Up

Teachers to observe this week:

Teacher	Observation Day and Time	Feedback Date and Time

Priority Uses of Time:

Data Collection



I used my calendar to create priority categories and recorded those events in my calendar. After each week I tallied time spent on each task and the percentage of time I was on task.

Data Collection

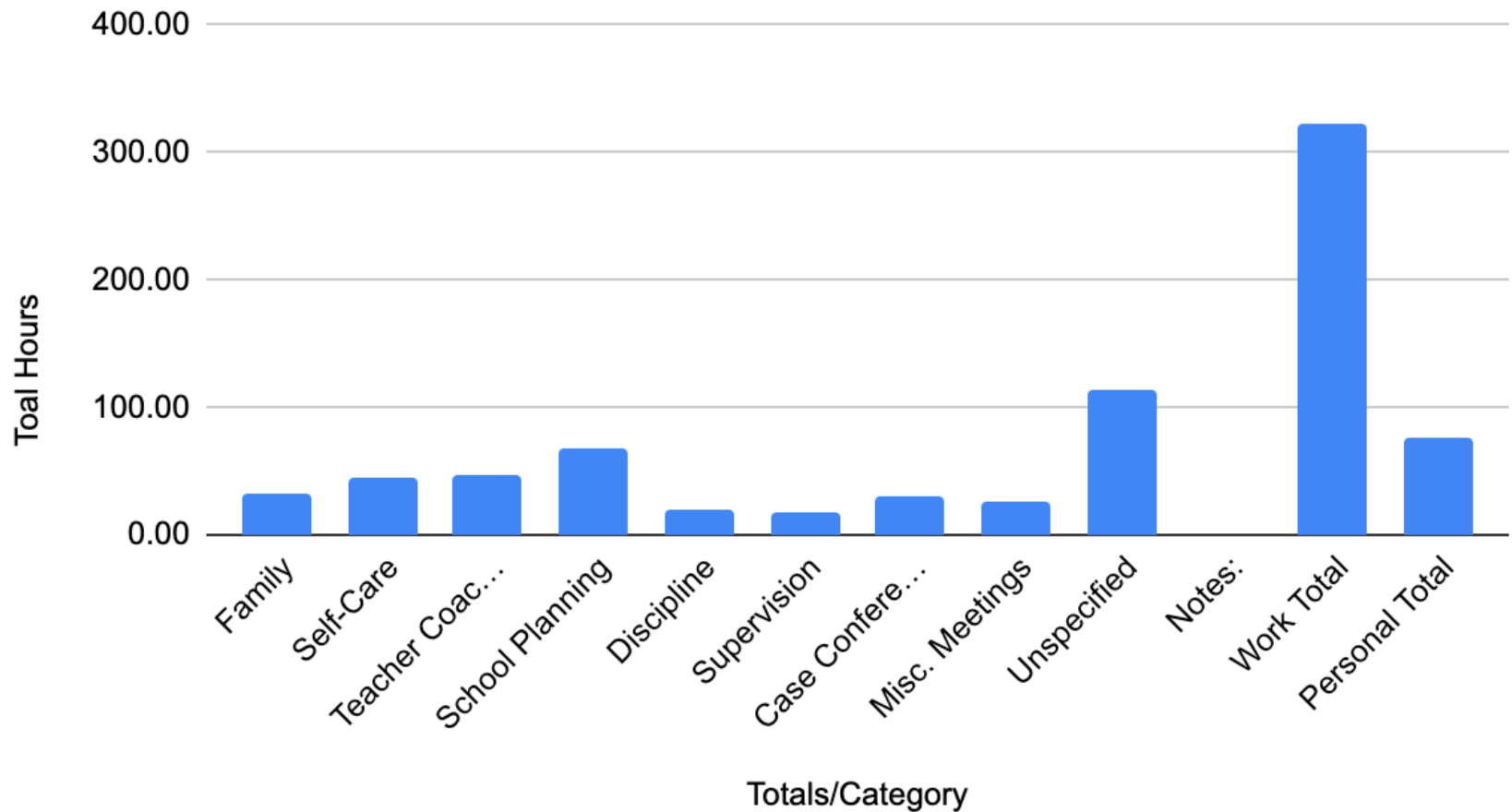
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:15					
8:15-8:45	SRK Chak-In	Leadership	Reading PLC	Breth RTI	Mills Ed Interim
9:00-9:30		Thorny Calls	K Walk Quinn Smith		Kenny
9:30-10:00	150 Popcorn Graham/Tine 3rd Grd DeWitt	PLC Prep		Bryson RTI	CC
10:00-10:30			Reading Planning	3rd Grade Walk Thru	Moore Mann Call
10:30-11:00	Lunch Duty		Meeting	DeWitt Plan	Weekly Wrap Up
11:00-11:30	Lunch Duty				PD for 3D Principals
11:30-12:00				Lunch Duty	RTI Enroll
12:00-12:30			Schedule Meeting DeWitt		
12:30-1:00			Weekly Wrap Up	5th Grade	Fire Drill
1:00-1:30	Thorny Calls	2nd Grade Success	5th Long Term Planning		
1:30-2:00	Parent Advisory Prep				
2:00-2:30	King			Review Reading Plan	DeWitt Prep
2:30-3:00					
3:00-3:30					
3:30-4:00		Cross meeting	DeWitt Plan Meeting	DeWitt plan to Cam	DeWitt meeting
4:00-4:30			RTI Prep		
4:30-5:00					

My Data

Category	Totals		
	Toal Hours	Avg. Hours	Avg. % on Task
Family	32.50	2.95	88.64%
Self-Care	44.50	4.05	76.18%
Teacher Coaching	46.50	4.23	89.18%
School Planning	67.50	6.14	77.91%
Discipline	21.00	1.91	97.73%
Supervision	18.00	1.64	79.55%
Case Conferences	30.00	2.73	97.73%
Misc. Meetings	25.50	2.32	100.00%
Unspecified	114.00	10.36	100.00%
Notes:			
Work Total	322.50	29.32	91.73%
Personal Total	77.00	7.00	82.41%

My Data

Toal Hours vs. Totals/Category



My Discoveries

- Learning Statement One: When I am intentional with my time, I typically reach my goals and get more accomplished.
- Learning Statement Two: I am better at reaching professional goals than personal goals.
- Learning Statement Three: I need to continue to hold myself accountable for self care and long term school planning.
- Learning Statement Four: Despite self-care being my worst category, I lost weight during this experience and exercised much more than prior to this research.



Where Am I Heading Next

- I plan to continue to use my weekly planner to prioritize my time.
- Being intentional with my daily schedule has made more more efficient with low priority items.
- Unspecified items no longer get my immediate attention.
- I have had zero fallout from telling non-scheduled visitors or calls that I am not available but will get back with them later.



Bibliography

Clear, James. *Atomic Habits: Tiny Changes, Remarkable Results: an Easy & Proven Way to Build Good Habits & Break Bad Ones*. Avery, an Imprint of Penguin Random House, 2018.