

Time Well Spent: A Reflection on Tasks, Delegation, and Leadership Growth

At Edgewood Junior High School, I've always found satisfaction in completing tasks—whether large projects or small checklists. As someone who thrives on execution and follow-through, this mindset has served me well. But over time, I realized a disconnect: while I was completing countless responsibilities, the outcomes weren't always visible to others. That invisible labor took a toll. It left me feeling drained and unrecognized, even when I knew I'd accomplished a lot.

At the same time, I was navigating another internal tension—my difficulty in delegating. My team was motivated, capable, and asking to take on more. Yet, I hesitated to hand things off. I needed a system that would allow me to track my work, recognize my contributions, and create space for others to shine. That's when I began this action research journey, seeking to answer some essential questions:

How could I delegate more effectively? How could I feel acknowledged in the work I was doing? How could I better manage the never-ending list of daily and weekly tasks—and maybe even find time to recharge?

It began with a conversation. After talking with Brian and Emily, the idea of a task board emerged. Simple in concept, the task board became my anchor. I set aside space in my office to build this system, but an unexpected office move forced me to reconfigure. I adapted: I used sandwich bags to hold ongoing tasks, categorized on post-it notes, and a metal spike to collect completed ones.

My planning ritual started on Sunday evenings, right around the time those familiar "Sunday Scaries" would creep in. I'd sit down, review the week's tasks, and sort them by urgency and time required. This not only gave me a sense of control, it helped me visualize which tasks could be tackled quickly and which needed sustained attention. Larger goals were broken into smaller, manageable steps—allowing me to move forward without feeling overwhelmed.

As I completed tasks throughout the day, I'd spike the post-its to mark them finished. At the end of each day, I'd spike a blank slip of paper to signal its close. Every other week, instead of aimlessly scrolling on my phone during my child's bedtime, I used that time to input completed tasks into a spreadsheet—coding who the task was for or how it related to our work. It became a small ritual, both reflective and productive.

The data began to tell a story. I saw where my time was going, what kinds of tasks filled my days, and how much I was taking on personally. With that knowledge, I started to delegate more. I realized that when I understood upcoming tasks in detail, I could explain them more clearly, set expectations, and trust my staff to take ownership. As a result, their confidence grew. Our programs improved through broader input and collaboration.

Another key learning was how front-loading my planning at the start of each week helped me reclaim a sense of control. But there was a flip side. Once tasks were done, I had a tendency to immediately fill that time with more tasks—never allowing myself the margin to pause and recharge. In truth, I wasn't giving myself permission to take a breath, even when I'd earned it.

One tool that helped balance this was a recurring checklist of weekly and monthly meetings. With this in place, I didn't need to keep everything in my head. I could see gaps in my schedule, plan ahead, and delegate directly during meetings, which freed up my bandwidth.

Looking ahead, my goal is to resist the temptation to backfill every quiet moment. Instead, I want to intentionally create space for things that energize me—interactions with students, walk-throughs in classrooms, and yes, even time for myself. Leadership isn't just about productivity. It's also about sustainability and presence.

This action research experience reminded me that leadership is as much about reflection and adaptation as it is about planning and execution. By becoming more intentional with how I manage my time and empower others, I've not only improved my own workflow—I've strengthened our team.

And that, to me, is time well spent.



Time Well Spent: Optimizing Tasks, Prioritization, and Delegation:

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Background Leading to this Inquiry

- As a thinker in in base and phase I thrive off accomplishing tasks. In this role many people do not see all the task that get accomplished which drains my batteries. I also struggle to give up power to my new staff through delegation. I feel my staff wants to help me and is asking to take on more responsibilities.



Purpose of This Inquiry

- This project is about tracking and organizing my completed tasks to better understand how I spend my time and improve efficiency. By identifying patterns and prioritizing effectively, I can focus on high-value work while delegating tasks to my team based on their strengths. This will help me work more efficiently, make my contributions more meaningful, and create a smoother workflow for everyone.



My Wondering

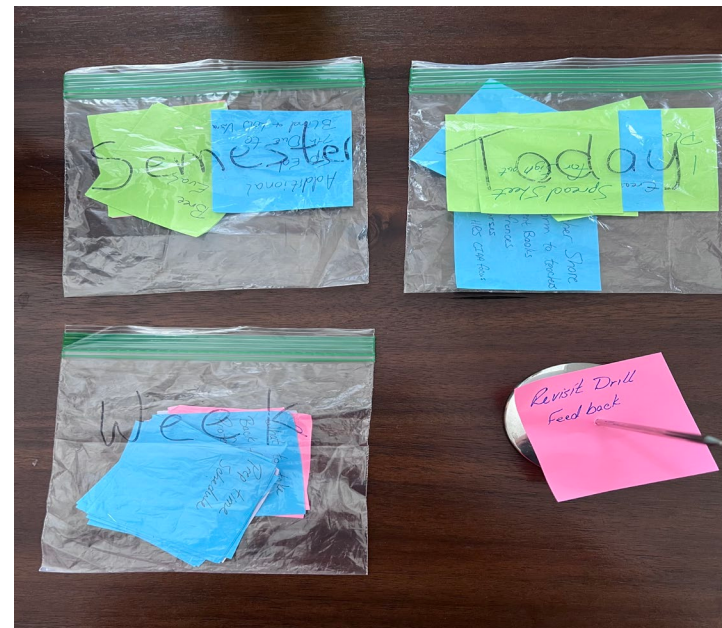
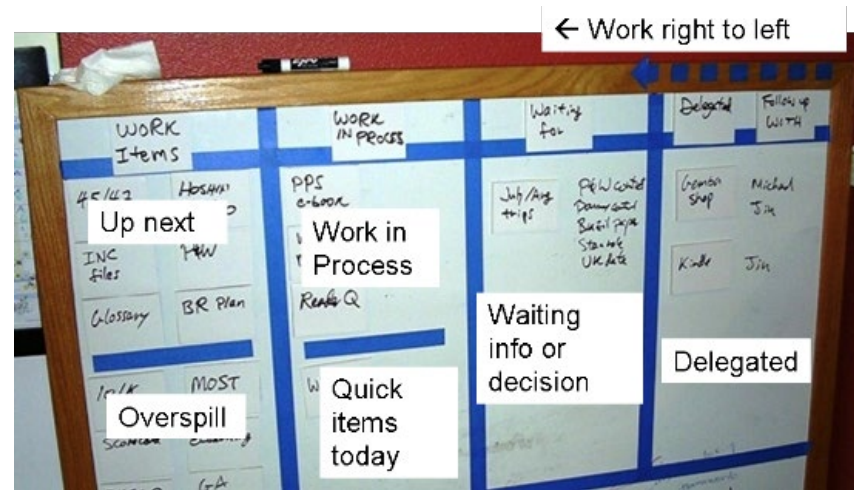
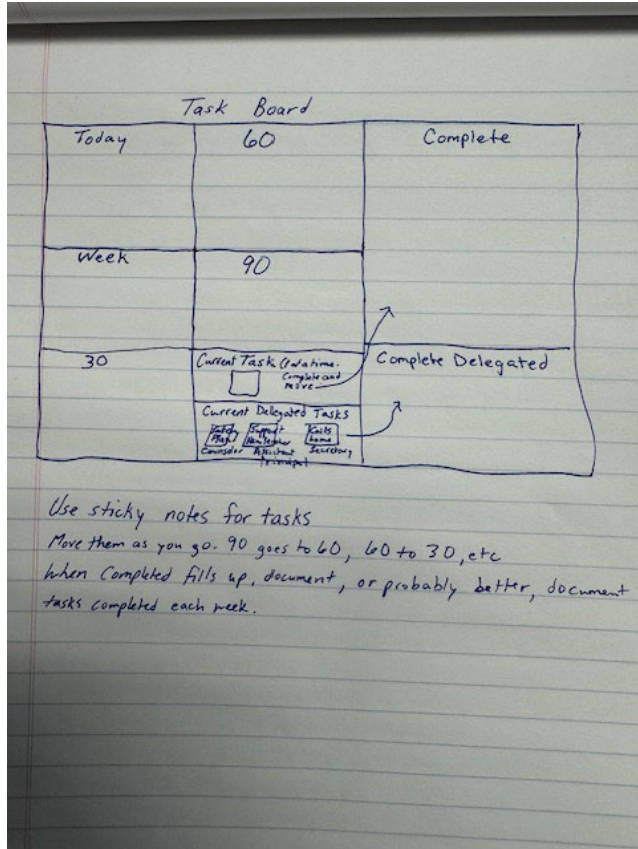
- How can I better delegate tasks to empower my staff?
- How can I feel recognition in the work that has been completed?
- How can I better manage the daily/weekly task that need to be accomplished?
- How can I create free time in my day to recharge my battery?



My Actions

- After talking with Brian & Emily the thought of a task board was brought up.
- My first step was defining a space and process to organize the task board. (I had to do this 2x's due to an office move)
- My new office did not have the same layout or space.
 - I started using sandwich bags for the longer term post it notes, and a dinner order spike for completed tasks

Task Boards





My Actions

- Sunday evenings is where most of my planning took place.
 - When the Sunday scarries would start to build is when I would get the bags out and begging reviewing tasks.
 - I would organize the post it's so that I knew which task could be done in a quick time frame and which ones needed more time. Based on my schedule for the week I would be able to devote the needed time to them.
 - I would also break my larger longer term task into smaller task so that I could continue to move forwards with them.

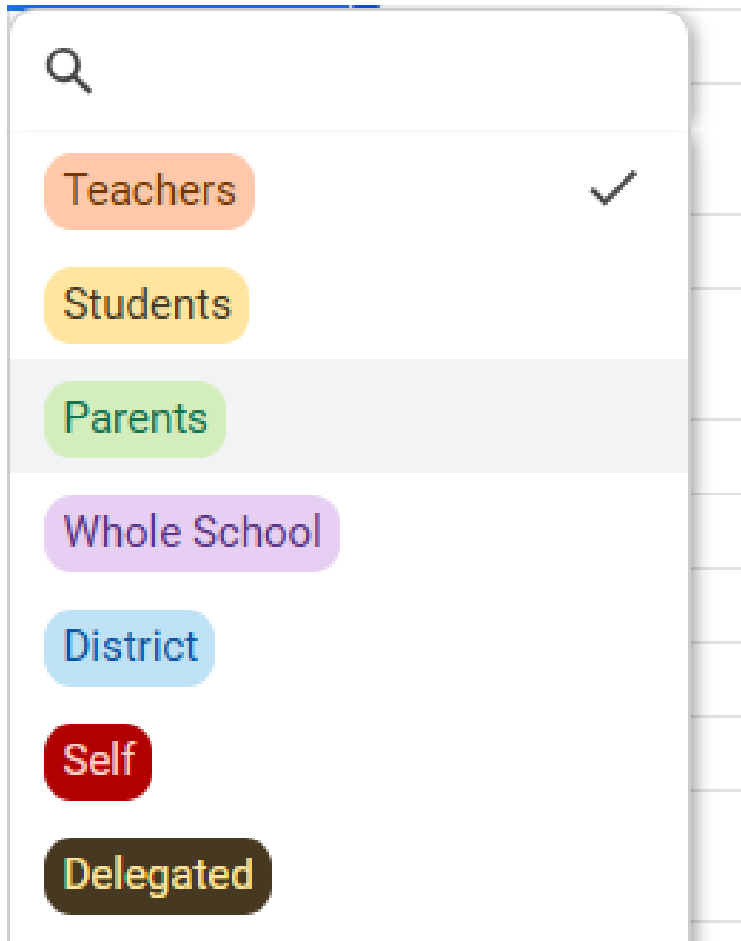


Data Collection

- As I complete task through the day or at the end of the day I spike all the completed tasks.
- Before I walk out of the office I spike a regular piece of paper to signify the end of the day.
- At some point every other week I enter the completed task into a spreadsheet and code who the task was done for or who it was completed.
 - This typically takes 30-45 min. so instead of scrolling on my phone while my kiddo goes to sleep I entered this information.



My Data



My Data

E7		fx		
	A	B	C	D
1	WEEK OCT 21-25	FOCUS	WEEK OCT 28 - NOV 1	FOCUS
2	Add tabs in NASOT book	Teachers	Goal Meeting Brian Gallagher	Teachers
3	Brittany Change process for ILEARN check points	Whole S ...	Light Switch For New Mural	Students
4	Student Council reply for Halloween Costumes (No Face Paint, Mask, Props)	Students	Goal Meeting Lisa Beeman	Teachers
5	November News Letter	Parents	FLEX Additions (Tier II & III, Groups, Cessation) (Deletaged)	Delegate ...
6	Weekly Events	Teachers	Organize SIP Meeting (Review K. Pouge, QR Codes, Next Steps, Certification)	Whole S ...
7	Cessation MOU	Students	Goal Meeting Anna Oresko	Teachers
8	Backround on Jag Canidates	Whole S ...	Weekly Events	Whole S ...
9	Organize Backpack	Self	Goal Meeting Miranda Cowden	Teachers
10	Approve Absences	Teachers	Pumpkin Fest Lock in (No Over night)	Teachers
11	Reply for Jag interviews (Mid November)	Whole S ...	Goal Meeting Kelly Grimes	Teachers
12	Goal Meeting Melissa Wells	Teachers	Goal Meeting Follow-up Melissa Wells (Response Boards, 10:10 Monday, Building Goal)	Teachers
13	Request Radio For Darleen Kristen Sample did not have one.	Whole S ...	Goal Meeting Jenna Marker	Teachers
14	Ceiling Outlets in Room 221 (Delegated)	Delegate ...	Noah Steiner get set up for Kelly Services	Teachers
15	Marsi (Cats & Dogs comment from debate)	Teachers	Karamah Jones check in	Students
16	Dodrill Pay for maternity leave	Teachers	Observation Lisa Beeman	Teachers
17	Respond to Dodrill	Teachers	Cork Board for Pumpkin Fest	Students
18	Ortiz Discipline Notice in Harmony	Students	Review Admin Questions on PLC Notes (All Clear)	Teachers
19	Update From Matt for ISS construction	Whole S ...	Add agenda notes to all PLC calendar invites	Whole S ...
20	Department team meeting late start agenda (PLC Norms to be added to taca, Late start plans, send checkpoint data)	Whole S ...	Kate Pump Plan returning from maternity leave	Teachers
21	Pro ACT people to Jen A	District	Reply to Kate with Pump plan	Teachers
22	Update staff with Nov 5th Plan/Agenda	Teachers	Goal Meeint Ali McGlothlin	Teachers



My Discoveries

1. My confidence in delegating increased as time went.
2. Organizing task at the beginning of the week has led to me back filling my time.
3. The data helped me to create a checklist of weekly/daily tasks.



My Discoveries

- My confidence in delegating increased as time went.
 - The more that I organized the tasks I was better prepared to delegate.
 - By having a grasp on what task were upcoming I was able to give a better understanding of what outcomes I wanted along with deadlines.
 - The staff has expressed more confidence in programs due to more additional input.



My Discoveries

- Organizing task at the beginning of the week has led to me back filling my time.
 - One struggle that has come with this is not adding in time for me to recharge my batteries.
 - Once I have completed tasks I know that there are others that can be done quickly so I grab those out of a bag and try to get them done.



My Discoveries

- Below is the check list of weekly/monthly meetings
 - This has helped to eliminate extra brain power as I prioritize my task. This also helps me to find windows in my week to work on task
 - I also use this to delegate in meetings.

MONDAY		TUESDAY		Wednesday		Thursday		Friday	
☐	Review SUB Coverage for the Week	☐	Sub Coverage	☐	Sub Coverage	☐	Sub Coverage	☐	Sub Coverage
☐	Review SUB Coverage for the Week	☐	Student Services	☐	Finalize for p.m. meetings	☐	FLEX Assignments	☐	FLEX Assignments
☐	Agendas: SIP, Principal Chat, Student Council,	☐	New Teacher Team 2nd Week	☐	Check FLEX to see how many unassigned	☐	Check TACA Sheets	☐	Update Weekly Events & Schedule Send
☐	Reveiw Lesson Plans	☐	Prep for Faculty Meeting/GC	☐	Feedback Forms Teacher Share Weeks	☐	PTO 3rd week	☐	Flex Reminder to Dept Chairs
☐	8th Grade SCI / Math PLC	☐	7th Grade SCI / Math PLC	☐	Final SPIKE	☐	Final SPIKE	☐	Update Coverage Spread Sheet
☐	7th Grade ELA / SS PLC	☐	8th Grade SS / ELA PLC					☐	Calendar Meeting
☐	Ready Schools Meeting	☐	Final Prep Wednesday a.m.					☐	Send Observation Sign Up Sheet
☐	Final SPIKE	☐	Final SPIKE					☒	Final SPIKE



Where Am I Heading Next

- My next step is to find ways to not back fill my day with other task.
 - I would like to take time to do things that energize my own battery.
 - Taking time for myself
 - Interacting more with Students
 - Walk throughs & Being in classrooms