



TIME MANAGEMENT AND RENEWED PROFESSIONAL JOY: IS THERE A CORRELATION?

Deerfield Elementary School

Laura Kile

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BACKGROUND LEADING TO THIS INQUIRY

- 22nd year serving in current school corporation
- 9th year in current position
 - elementary principal
 - PK-5
- Why IPLI?
 - Pursuit of renewed feeling of job satisfaction

PURPOSE OF THIS INQUIRY

- PCM Study
 - Base: Thinker
 - Phase: Thinker
- My Motivational Needs
 - Recognition of productive work
 - Time Structure
- My Focus
 - Strategies to manage the time in my work day in an effort to impact my overall job satisfaction

MY WONDERING

With this purpose and my Thinker base and phase needs in mind, I wondered if scheduling 20% of my work day (at least 1.5 hours) set aside for focused work on tasks I prioritize will positively correlate with my overall job satisfaction?

MY ACTIONS

Will use of a daily organizer/checklist to identify priority tasks increase the likelihood that I complete these priority tasks within the work day?

- Customized a daily organizer
 - Schedule for the day
 - List of tasks to be completed
 - Notes to document the day
- Each morning, identify priority tasks
- Each morning, block out time on the schedule to dedicate to these tasks

MY ACTIONS

Will intentionally keeping my email closed while working on an identified priority task increase the likelihood that I complete these priority tasks within the allocated time period?

MY ACTIONS

Plan for Data Collection

- Added to bottom of daily organizer
 - Did I successfully stick to my plan and use the time scheduled for priority task completion?
 - Did I complete the priority tasks?
 - Overall job satisfaction rating for the day
 - 1 – Totally Unsatisfied
 - 5 – Highly Satisfied

Date:		To Do List
7:30		
7:45		
8:00	Bus Duty	
8:15	Announcements	
8:30		
8:45		
9:00		
9:15		
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3:30		
3:45		
4:00		
20%+ Time On Priority Task: Yes No		
Priority Task Completed: Yes No		
Today's JS Rating: 1 2 3 4 5		

DATA COLLECTION

- Completed the data collection section at the bottom of the daily organizer each day starting in January.
- Created a spreadsheet to organize data in one place

20%+ Time <u>On</u> Priority Task:	Yes	No			
Priority Task Completed:	Yes	No			
Today's JS Rating:	1	2	3	4	5

MY DATA

- A column to represent each daily data point
- Color coded to look for trends

Date	20% Time On Priority Task?	Priority Task Completed?	Job Satisfaction Rating
1/2/2023	Yes	Yes	3
1/3/2023	Yes	Yes	4
1/4/2023	Yes	Yes	4
1/5/2023	Yes	Yes	4
1/6/2023	Yes	Yes	4
1/9/2023	Yes	Yes	4
1/10/2023	Not Recorded	Not Recorded	Not Recorded
1/11/2023	Not Recorded	Not Recorded	Not Recorded
1/12/2023	No	No	3
1/13/2023	Yes	Yes	4
1/17/2023	No	No	3
1/18/2023	No	No	2
1/19/2023	No	No	3
1/20/2023	No	Yes	3
1/23/2023	Yes	Yes	4
1/24/2023	No	No	2
1/25/2023	Yes	Yes	4
1/26/2023	Yes	Yes	4
1/27/2023	No	No	3
1/30/2023	Yes	Yes	3
1/31/2023	Yes	Yes	3
2/1/2023	No	No	2
2/2/2023	Yes	Yes	3
2/3/2023	No	Yes	3
2/6/2023	Yes	Yes	3
2/7/2023	Yes	Yes	3
2/8/2023	Yes	Yes	3
2/9/2023	Yes	Yes	3
2/10/2023	Yes	Yes	3
2/13/2023	Yes	Yes	3

MY DISCOVERIES

Setting aside 90 minutes per school day is challenging. The routines I implemented increased the likelihood that I got back on track after losing rhythm. Notice the patterns of green and red.

Date	20% Time On Priority Task?	Priority Task Completed?	Job Satisfaction Rating
1/2/2023	Yes	Yes	3
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2/7/2023	Yes	Yes	3
2/8/2023	Yes	Yes	3
2/9/2023	Yes	Yes	3
2/10/2023	Yes	Yes	3
2/13/2023	Yes	Yes	3

MY DISCOVERIES

When I successfully complete tasks I deem to be priorities, I feel more job satisfaction at the end of the day.

While I didn't track data related to email, I can generalize that I felt less distracted on days when I closed my email during priority task work.

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WHERE AM I HEADING NEXT

■ Practices I Will Continue

- Daily organizer sheets
- Allocating time for priority tasks
- Closing email and extra tabs during priority task work

■ New Ideas to Consider

- Block time out in my Google Calendar for priority task work well in advance before the calendar fills up
- Give up my paper calendar! I found I really don't need it when I'm using this daily organizer.



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Background Leading to This Inquiry

- 22nd year serving in current school corporation
- 9th year in current position as principal of a PK-5th grade elementary school
- The heart of my decision to participate in IPLI was my pursuit of a renewed sense of overall job satisfaction.

Purpose of This Inquiry

Through our study of the Process Communication Model, I learned more about my own personality.

- Base: Thinker
- Phase: Thinker
- My Motivational Needs
 - Recognition of Productive Work
 - Time Structure

Therefore, the purpose of my action inquiry was to explore strategies to manage the time in my work day in an effort to impact my overall job satisfaction.

My Wondering

With this purpose and my Thinker base and phase needs in mind, I wondered if scheduling 20% of my work day (at least 1.5 hours) set aside for focused work on tasks I prioritize will positively correlate with my overall job satisfaction?

My Actions

I chose to explore whether or not my use of a daily organizer/checklist to identify priority tasks would increase the likelihood that I completed these priority tasks within the work day?

- Customized a daily organizer
 - Schedule for the day
 - List of tasks to be completed
 - Notes to document the day
- Each morning, I identified priority tasks
- Each morning, I blocked out time on the schedule to dedicate to these tasks

Additionally, I wondered whether or not intentionally keeping my email closed while working on the identified priority task would increase the likelihood that I complete these priority tasks within the allocated time period?

My Actions (Continued)

I developed a plan for data collection and added this to the bottom of my daily organizer

- Did I successfully stick to my plan and use the time scheduled for priority task completion? (Yes or No)
- Did I complete the priority tasks? (Yes or No)
- Overall job satisfaction rating for the day
 - 1 – Totally Unsatisfied
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Data Collection

I completed the data collection section at the bottom of the daily organizer each day starting in January and created a simple spreadsheet to organize data in one place.

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My Discoveries

- Setting aside 90 minutes per school day is challenging. The routines I implemented increased the likelihood that I got back on track after losing rhythm. Notice the patterns of green and red.
- When I successfully complete tasks I deem to be priorities, I feel more job satisfaction at the end of the day.
- While I didn't track data related to email, I can generalize that I felt less distracted on days when I closed my email during priority task work.

Where I Am Heading Next

Practices I Will Continue

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New Ideas to Consider

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