Ryan Lauber
AR Project

South Ripley Elementary School

What led me to my inquiry?

- I was feeling like I was struggling getting into classrooms on a daily basis for informal walkthroughs. I was looking for a way to create time in my day to make my presence felt out in the building, instead of just putting out fires all day long. Being from a small district, I wear many hats, and my attention is pulled in multiple directions. I felt that for my first year AR project, I would collect data on how I was spending my time during the day. I will use this data to help me prioritize my time during the day in an attempt to get into classrooms more often.

The purpose of my project.

- The purpose of my project was to collect data on how I was spending my time during the day. I will use this data to help me prioritize my time during the day in an attempt to get into classrooms more often. Tracking and entering my data was a very beneficial process for me. It forced me to reflect on my day. I color-coded the data, which created a very visual representation of my time, which made it easy for me to see patterns.

My wondering.

- I wondered if I could identify patterns in my day, could I find a way to prioritize issues in a way that would allow me to have more time to spend in classrooms.

My actions.

- I began a spreadsheet to organize my data. I created categories that were broad enough to capture my whole day, but specific enough to drill down my time. I decided to color-code the data, so that I could see trends just by looking at the spreadsheet. I would always keep this tab open on my computer, and I would enter the data when I had a free moment. If I didn't get to it during the day, then I made sure to reflect before I left the office. I made a conscious effort to keep the data fresh in my mind, so that it was accurate. I tracked my time for the months of January and February.

My actions and data collection.

- I began a spreadsheet to organize my data. I created categories that were broad enough to capture my whole day, but specific enough to drill down my time. I decided to color-code the data, so that I could see trends just by looking at the spreadsheet. I would alway keep this tab open on my computer, and I would enter the data when I had a free moment. If I didn't get to it during the day, then I made sure to reflect before I left the office. I made a conscious effort to keep the data fresh in my mind, so that it was accurate. I tracked my time for 6 weeks.

My data

- [IPLI Project Data](#)

My discoveries

- The data told a very clear story. I spend a lot of time on administrative duties. I believe this is due to the many hats that I wear in the corporation. It was also interesting how discipline would trend up and down with particular events in our calendar, weather, etc. I also noticed how little time I had in my day for myself, which we all know is very important to positive mental health.

Where am I heading next?

- I believe the next step in this process is to search for ways to prioritize some of my administrative time. Are there things I can delegate to others? Are there things that I can postpone until later? Finding ways to move from spending so much time in this category will allow me to have more time in the classrooms, which is my goal. Based on my PCM results, I am a persister and harmonizer, and this data clearly shows that. I need to continue to work on prioritizing events throughout day, instead of trying to solve every problem immediately.

Bibliography

- Regier, Nate. *Seeing People Through*. Berrett-Koehler, 2020
- Sorenson, Richard. T*he Principal's Guide to Time Management*. Corwin, 2016

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School Name: South Ripley Elementary
Principal's Email Contact: rlauber@sripley.k12.in.us

Background Leading to My Inquiry (Slide 2)

Outline what led you to this particular inquiry.
I was feeling like I was struggling getting into classrooms on a daily basis for informal walkthroughs. I was looking for a way to create time in my day to make my presence felt out in the building, instead of just putting out fires all day long. Being from a small district, I wear many hats, and my attention is pulled in multiple directions. I felt that for my first year AR project, I would collect data on how I was spending my time during the day. I will use this data to help me prioritize my time during the day in an attempt to get into classrooms more often.

The Purpose of My Inquiry (Slide 3)

Therefore, the purpose of my action inquiry was to . . .
The purpose of my project was to collect data on how I was spending my time during the day. I will use this data to help me prioritize my time during the day in an attempt to get into classrooms more often. Tracking and entering my data was a very beneficial process for me. It forced me to reflect on my day. I color-coded the data, which created a very visual representation of my time, which made it easy for me to see patterns.

My Wondering (Slide 4)

With this purpose, we wondered . . .

I wondered if I could identify patterns in my day, could I find a way to prioritize issues in a way that would allow me to have more time to spend in classrooms.

My Actions (Slide 5)

I began a spreadsheet to organize my data. I created categories that were broad enough to capture my whole day, but specific enough to drill down my time. I decided to color-code the data, so that I could see trends just by looking at the spreadsheet. I would always keep this tab open on my computer, and I would enter the data when I had a free moment. If I didn't get to it during the day, then I made sure to reflect before I left the office. I made a conscious effort to keep the data fresh in my mind, so that it was accurate. I tracked my time for the months of January and February.

Data Collection (Slide 6)

I began a spreadsheet to organize my data. I created categories that were broad enough to capture my whole day, but specific enough to drill down my time. I decided to color-code the data, so that I could see trends just by looking at the spreadsheet. I would alway keep this tab open on my computer, and I would enter the data when I had a free moment. If I didn't get to it during the day, then I made sure to reflect before I left the office. I made a conscious effort to keep the data fresh in my mind, so that it was accurate. I tracked my time for 6 weeks.

My Data (Slides 7)

IPLI Project Data

My Discoveries (Slide 8)

The data told a very clear story. I spend a lot of time on administrative duties. I believe this is due to the many hats that I wear in the corporation. It was also interesting how discipline would trend up and down with particular events in our calendar, weather, etc. I also noticed how little time I had in my day for myself, which we all know is very important to positive mental health.

Where I Am Heading Next (Slide 9)

I believe the next step in this process is to search for ways to prioritize some of my administrative time. Are there things I can delegate to others? Are there things that I can postpone until later? Finding ways to move from spending so much time in this category will allow me to have more time in the classrooms, which is my goal. Based on my PCM results, I am a persister and harmonizer, and this data clearly shows that. I need to continue to work on prioritizing events throughout day, instead of trying to solve every problem immediately.

Bibliography (Slide 10)

Regier, Nate. Seeing People Through. Berrett-Koehler, 2020

Sorenson, Richard. The Principal's Guide to Time Management. Corwin, 2016

Books
- Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.

Single Author Article
- Author, A. A. (Year of publication). Title of article. *Name of journal, volume (number)*, page numbers.

Multiple Authors Article
- Author, A. A. & Author B.B. (Year of publication). Title of article. *Name of journal, volume (number)*, page numbers.

Websites
- Author, A. A., & Author, B. B. (Date of publication). Title of document. Retrieved from http://Web address

Citing Your Presentation and Publication

Congratulations on completing the Year 1 Action Inquiry process! You can list your project as both a professional presentation and a professional publication on your resume. Here are examples of the correct ways to cite:

<u>Presentation</u>

Andrews, K. (2022). Providing effective feedback. Presented at the annual Indiana Principal Leadership Institute Action Research Showcase, Indianapolis, IN.

<u>Publication</u>

Andrews, K. (2022). Providing effective feedback. Retrieved from https://Web address