

Title: Will Analyzing My Time Present Opportunities for More Meaningful Work?

Abstract:

The purpose of this project was to collect data on the tasks that I complete throughout the day, planned or unplanned, in an effort to prioritize my time for more meaningful work such as classroom observations, coaching, and support. Each day I reflected and categorized my tasks and it has been analyzed to determine if there are opportunities for more impactful work resulting in an increase in overall job satisfaction.

# Will Analyzing My Time Present Opportunities for More Meaningful Work?



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# Background Leading to this Inquiry

- 2nd year as Principal. Worked as a Math Teacher, Instructional Coach, and Assistant Principal the previous 11 years.
- 3rd Year in a new district.
- Still learning “How we do things here”
- Base-Harmonizer
- Phase- Thinker

# Purpose of This Inquiry

- Burnout- Feeling that an excessive amount of low impact tasks is causing stress.
- Time management has been a struggle. It felt that I was consistently “putting out fires”
- Putting too much on my plate.
- Job Satisfaction- Knowing that the most impactful (and favorite) part of my job, instructional support, was being put off..

# My Wondering

- I wonder if I start tracking my time if there is a pattern of the types of activities preventing me from following what has been intentionally added to my schedule?

## Sub Questions

- How can I prioritize high impact tasks?
- Will this help me delegate tasks?
- Are there things pulling me away that are out of my control?
- Are the tasks I am completing aligned with my priorities?
- Will this impact my job satisfaction?

# My Actions

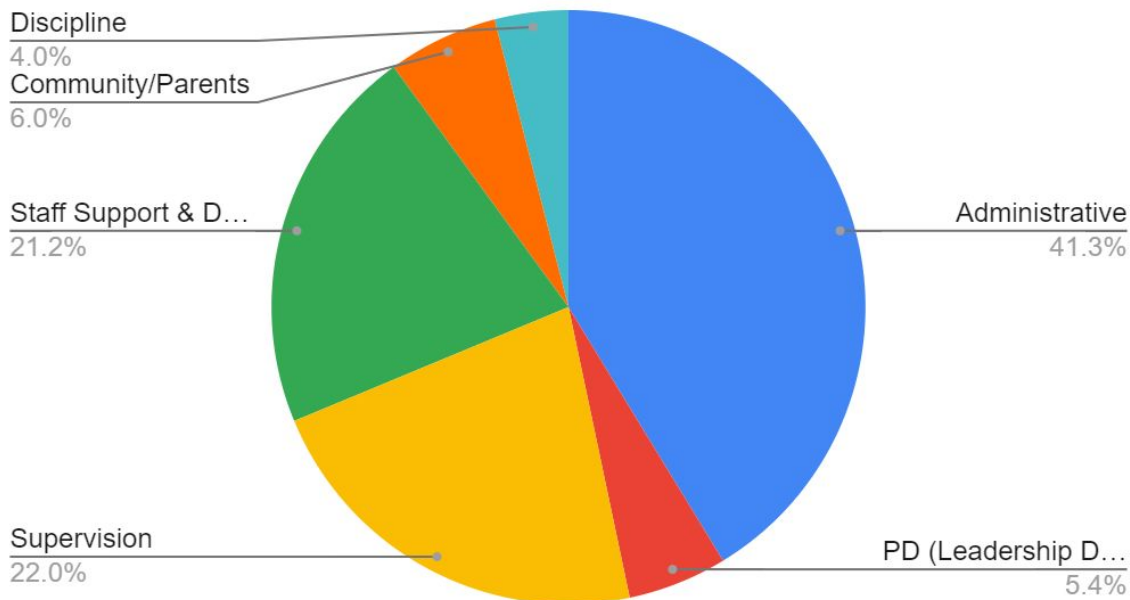
- Collected data on tasks completed, planned or unplanned, from October to February.
- Categorized tasks and analyzed distributions.
- Implemented systems and delegated tasks beginning in January to determine change in task distribution and reflect on job satisfaction.

# Data Collection

- Tracked my tasks from Oct-Dec and Jan.-February.
- I kept a tab open on my laptop so it could be easily added as I completed tasks that were planned or unplanned.
- Tasks were categorized by Administrative, Discipline, Community/Parents, Staff Development, Supervision, and Professional Development for myself.
- Over Holiday break, I sought opportunities for delegation and the introduction of new systems, some of which were put into place second semester.

# My Data

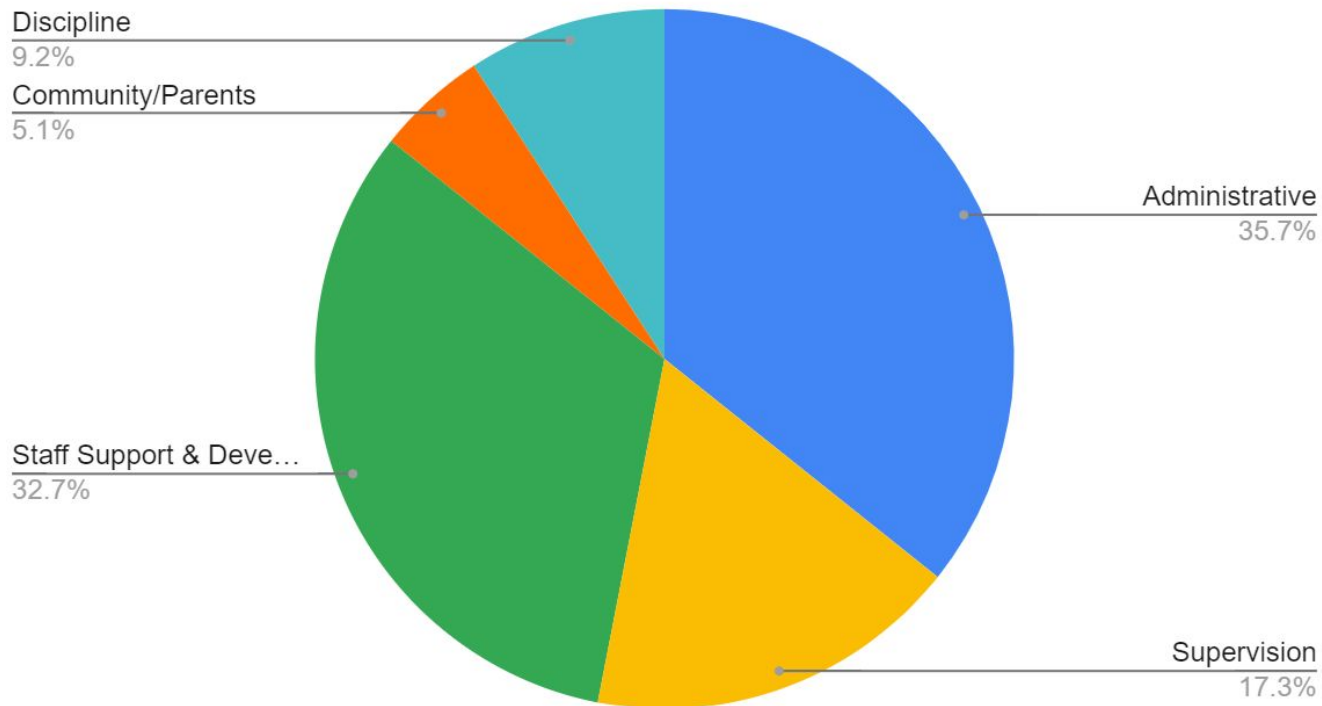
## Task Distribution- Oct.-Dec.

[illegible]



# My Data

## Task Distribution Jan.-Feb.



# My Discoveries

- Administrative tasks were occupying a large amount of my time.
- High impact tasks such as teacher support only made up 21% of tasks completed.
- Pattern in my notes- Staff, teachers, and parents have an “on demand” expectation for the Principal.
- Last minute tasks from district level.
- Met with my team in January to discuss my expectations, delegate a few tasks, and implement a First Responder System.
- Second Semester- My time on instructional support increased to almost 33%
- Increase in student achievement.
- Increase in job satisfaction

# My Discoveries

- The Harmonizer in me wants to say "yes" to people and be available sometimes at the expense of my own schedule or priorities.
- The Thinker in me wants to carefully plan and execute things just right but can get bogged down in the details or over-preparing.

This combination means I can:

- Overcommit to supporting others because I value relationships.
- Overplan or overthink tasks, making it hard to let go of control.
- Feel torn between being present for people and being productive on paper.

# Where Am I Heading Next

- By building trust in my team and distributing responsibilities, I create a structured, scalable approach to leadership. I can still ensure quality and logic through clarity and expectations.
- Delegation also frees me from micromanaging and gives me space to focus on big-picture work; instructional leadership, culture-building, and strategy.
- Systems bring structure to the chaos. When I put routines, calendars, and clear workflows in place, I reduce decision fatigue and make the day more predictable and productive
- Prioritize a time blocking schedule.

# Bibliography

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**Thank you!**