



Year 1 Template for AR Narrative

Setting Professional Boundaries

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Background Leading to My Inquiry

I am passionate about my job and take pride in what I do every day. As I was entering my 4th year I began hearing my own children telling me I was working all the time. I was taking calls, texts, and emails 7 days a week, and was responding within hours of every communication received. When I used to not think twice about looking at my phone or email, I began to feel overwhelmed, tired, and felt I did not know where the boundary was.

The Purpose of My Inquiry

This action research project focuses on the necessity of setting professional boundaries, specifically in the areas of communication and time spent working outside of regular work hours. The study aims to explore whether establishing clear time boundaries will help alleviate feelings of being rushed, burnt out, and overwhelmed. By examining the impact of these boundaries on work-life balance and overall well-being, the project seeks to provide valuable insights into the potential benefits of maintaining healthier professional limits.

My Wondering

With this purpose, I wondered if I set very specific boundaries will I feel less drained at the end of the day.

My Actions

- Brainstormed all boundaries that I currently had set in my professional and personal life
- Brainstormed all the boundaries that I currently did not have
- Looked at each boundary that I was missing in my life and focused on two that have the most effect on day. At this time, I was aware that these boundaries may change if I realized the ones I focused on were not giving me the bang for my buck
- Created a tracking sheet in Google Forms to record each day with a notes section for quick notes
- Utilized my journal with dates to capture my thoughts on each day I tracked
- I chose to track over 50 days to get a good sample

Data Collection

- Utilized the google form that was created for a quick and easy way to document. I had an alarm set on my phone and a reminder email.
- I utilized a journal to correspond with each day.

My Data

[Link to Data](#)

My Discoveries

- My journal entries revealed a clear pattern: days I upheld my personal boundaries, I experienced greater relaxation and overall well-being. This was reflected in notes such as:
 - Improved sleep quality/Going to bed earlier/engaging more fully in activities with family.
- In contrast, Sundays and Mondays were the most common days where I struggled to maintain these boundaries. The recurring rationale was a desire to "avoid falling behind at the start of the week."
- On days when I did not honor my boundaries, journal entries frequently included words like "tired" and "overwhelmed."
- I was most consistent in maintaining boundaries on Fridays and Saturdays.
- Using this tracking chart provided valuable insights. It helped me identify clear behavioral patterns and highlighted specific areas where I need to focus to support better balance and well-being.

Where I Am Heading Next

This project has allowed me to see the patterns of when I am feeling overwhelmed and exhausted to setting my boundaries. I will continue to journal and also utilize the chart to keep tracking. I also have asked an office colleague to be my accountability partner and also my husband to be my accountability partner at home. I have also shared this with my staff.

IPLI ACTION RESEARCH: SETTING PROFESSIONAL BOUNDARIES

Year One- 2024-2025
McKenzie Leckrone
Principal
Central Elementary

BACKGROUND/PURPOSE

Full personal and
professional life

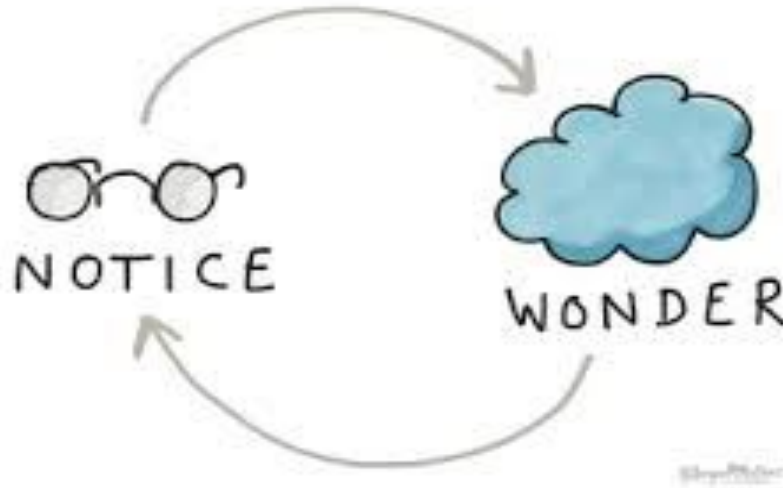
Words/Actions
did not match

Passionate
/Joyful

Base: Harmonizer
Phase: Thinker

Background/Purpose

Noticing that
I was drained
at the end of
the day and
not finding a
balance



I wonder if I set
very specific
boundaries will I
feel less drained
at the end of the
day?

BRAINSTORMING BOUNDARIES (ACTION)

Boundaries S IPLI - Year One AR

Current

- Kids (personal) needs and events come first
- Husband events or time

Missing ★ = focus

- after hour communications for non-urgent matters ★
- Weekends (Sat/Sun) working ★
- Saying yes to school & non-school committees.
- Cancelling friend events/times for work matters
- Giving up "me time" for work and family.

BOUNDARIES TO FOCUS ON (ACTION)

- After hour communications for non-urgent matters
 - I will set the boundary of only answering urgent phone calls, texts, and emails on weeknights when I am home.
- Working throughout the weekend
 - I will set the boundary of working a total of two hours on Sunday to prepare for the week ahead.

DATA COLLECTIONS

QUALITATIVE:

- DAILY JOURNAL
 - FILL OUT CHART EACH DAY YES/NO
 - FILL OUT CHART

QUANTITATIVE :

- HOW MANY DAYS DID I ADHERE TO THESE BOUNDARIES
- PERCENTAGE OF DAYS



DATA COLLECTED

January 6th-March 1st


Total Days: 52

12% Did not, but best for kids

33% Did Not

55% Yes! I kept my boundaries

[Data Link](#)

| CHART  | | | |
|---|---------------------|----------------------------|--|
| 1 | Tr Task | Status | Tr Notes |
| 2 | Monday, Jan 6th | YES! I did it! | Notes |
| 3 | Tuesday, Jan 7th | YES! I did it! | Notes |
| 4 | Wednesday, Jan 8th | I did not, but it was b... | Student and parent issue that had to be settled |
| 5 | Thursday, Jan 9th | Nope, I caved | Felt behind on emails and correspondence, but really wasn't, just didn't want to get behind. |
| 6 | Friday, Jan 10th | YES! I did it! | Notes |
| 7 | Saturday, Jan 11th | YES! I did it! | Notes |
| 8 | Sunday, Jan 12th | Nope, I caved | Worked 3.5 hours at coffee shop |
| 9 | Monday, Jan 13th | Nope, I caved | Team drama could have been left |
| 10 | Tuesday, Jan 14th | I did not, but it was b... | Parental/DCS issue |
| 11 | Wednesday, Jan 15th | YES! I did it! | Notes |

MY DISCOVERIES

- My journal entries revealed a clear pattern: days I upheld my personal boundaries, I experienced greater relaxation and overall well-being. This was reflected in notes such as:
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- In contrast, Sundays and Mondays were the most common days where I struggled to maintain these boundaries. The recurring rationale was a desire to "avoid falling behind at the start of the week."
- On days when I did not honor my boundaries, journal entries frequently included words like "tired" and "overwhelmed."

DISCOVERIES

- I was most consistent in maintaining boundaries on Fridays and Saturdays.
- Using this tracking chart provided valuable insights. It helped me identify clear behavioral patterns and highlighted specific areas where I need to focus to support better balance and well-being.

NEXT STEPS

- Continue utilizing chart
- Continue journaling
- Accountability partner at work and home
- Continued communication with staff

