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TIME MANAGEMENT

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FACTS

- The average working person spends less than 2 minutes per day in meaningful communication with their spouse or "significant other".
- The average working person spends less than 30 seconds a day in meaningful communication with their children.
- In the last 20 years, working time has increased by 15% and leisure time has decreased by 33%.
- 9 out of 10 people daydream in meetings.
- 60% of meeting attendees take notes to appear as if they are listening.
- 40% of working people skip breakfast. 39% skip lunch. Of those who take a lunch break, 50% allow only 15 minutes or less.

FACTS (cont)

- The average worker sends and receives 190 messages per day.
- Angry people are twice as likely to suffer a heart attack as a person in better control of their emotions.
- 95% of the things we fear will occur, do not occur.
- 80% of "Crisis Management" events are preventable.
- It almost always takes twice as long to complete a task as what we originally thought it would take.
- 1 hour of planning will save 10 hours of doing.
- The average person today receives more information on a daily basis, than the average person received in a lifetime in 1900.
- We retain 10% of what we read. We retain 20% of what we hear. We retain 30% of what we see. We retain 50% of what we hear and see. We retain 70% of what we say. We retain 90% of what we do.

ACTIVITY



- Pick out the top three time management facts that interested you the most
- Discuss the reasons why you selected those facts with your group
- Be ready to present to the entire group

What does the data say about benefits for principals that are organizational managers?


Wallace Foundation 6 year study on leadership concludes:

*"Schools demonstrating growth in student achievement are more likely to have principals who are **strong organizational managers**. These principals do not fit the conventional definition of instructional leaders, but they do fit the new expanded definition of instructional leadership that includes organizational management".*

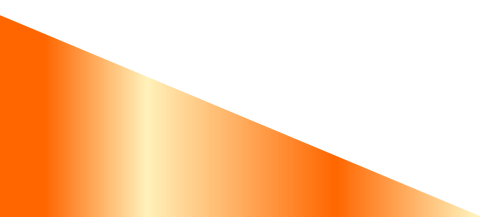
(Loeb et al., 2010)

What does the field say about principals and time?

Principals often fall victim to Hyperactive Superficial Principal Syndrome (HSPS)

- Defined by wanting to do everything
 - More specifically, getting into classrooms and speaking substance to teachers
 - Work in progress: develop a system where you are visible and conduct walkthroughs and provide teachers with facilitative feedback quickly
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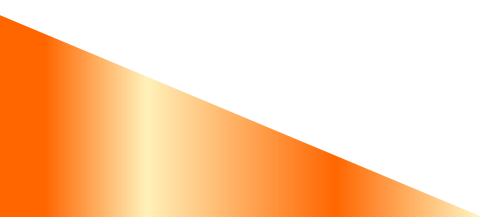
Five Ways Principals Approach Time management

- Hoppers
 - Perfectionists
 - Allergic to Detail
 - Fence Sitters
 - Cliffhangers
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HOPPERS



Hoppers

- Handle several tasks simultaneously
 - Literally jump from one thing to another
 - More like to handle situations in person
 - Do not write extensive emails or memos
 - They scan their emails and miss important details
 - They may not complete tasks as planned because of constant interruptions
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PERFECTIONISTS



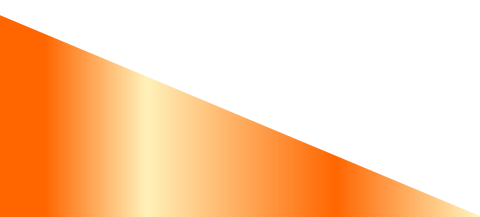
PERFECTIONISTS



PERFECTIONISTS



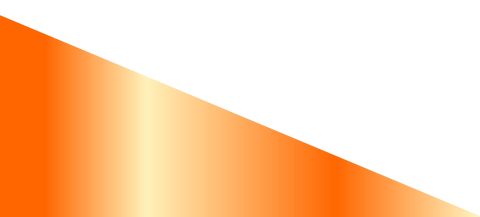
Perfectionists

- Take their time with everything
 - Pay attention to EVERY detail
 - Read email thoroughly (several times)
 - Omit no details
 - Most likely to communicate in writing
 - May not finish tasks as planned because of how long each task takes to complete
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ALLERGIC TO DETAIL




Allergic to Details

- Prefer to focus on the big picture
 - Formulate general plans and leave details to others
 - Assistants are often in charge of gathering data for reports
 - Secretaries and APs may respond to emails
 - Gets major tasks accomplished
 - Does not get in the “weeds”
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FENCE SITTERS



Fence Sitters

- Have trouble making up minds when given many choices
 - Will involve a lot of people to gather ALL information
 - Seldom take risks (scared of making mistakes)
 - Will replicate already proven programs
 - Often second guess themselves
 - Often make last minute commotions to finish tasks
 - Often frustrate those who work with them
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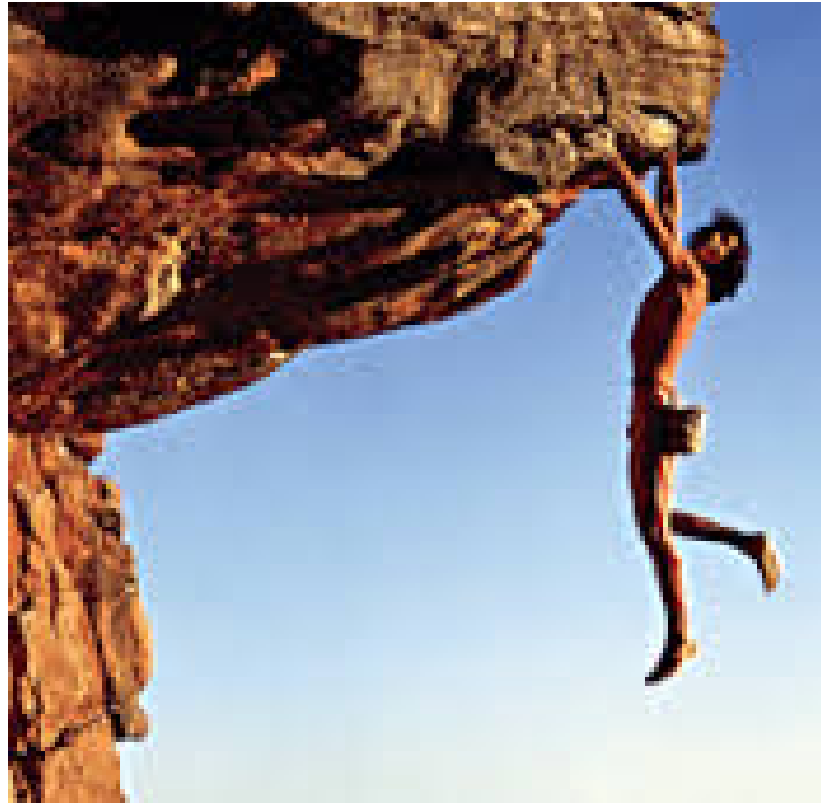
CLIFF HANGERS



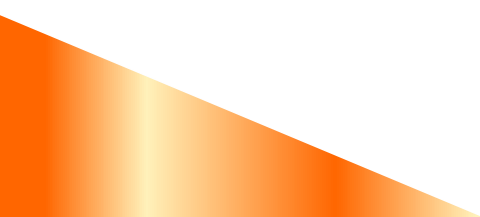
CLIFF HANGERS



CLIFF HANGERS



Cliff Hangers

- They wait until the last minute
 - Often need outside pressure to complete tasks
 - Involve others in a rush to complete tasks
 - Frequently call emergency meetings
 - Get bored easily
 - Need challenges to keep motivation going
 - Often are forced to work overtime to meet deadlines
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Most principals....

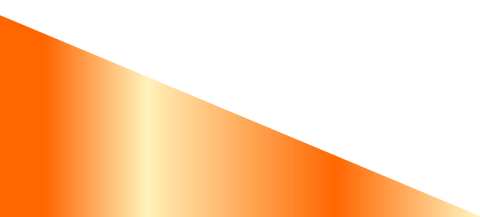
**61% of principals reported
themselves as hoppers**

ACTIVITY

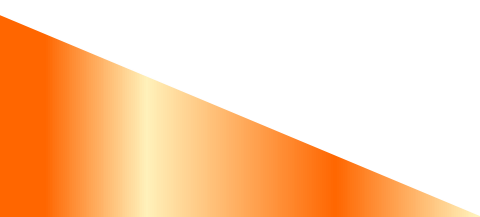


- Which one are you? Or which combination are you? Why?
- What is your major challenge with time management?
- Discuss the reasons for your selection with your group

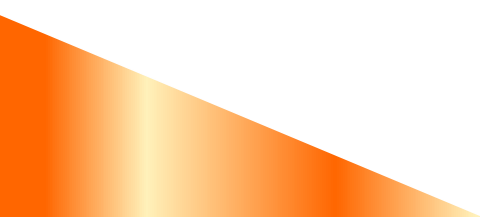
TIP 1: Write it DOWN

- Walk around with a note pad
 - Dragon Diction
 - Tape an index card to the back of your walkie
 - As Allen states (2001), writing things down is a stress reducer
 - Don't worry about being called a nerd
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TIP 2: Delegate

- You cannot do everything
 - Use Microsoft office—create a deadlines calendar just for deadlines, and invite your people to it; make it due two days prior
 - Have people report on status of projects every week at a **STANDING** meeting
 - Communicate your expectations
 - Trust your people (let them learn from their mistakes)
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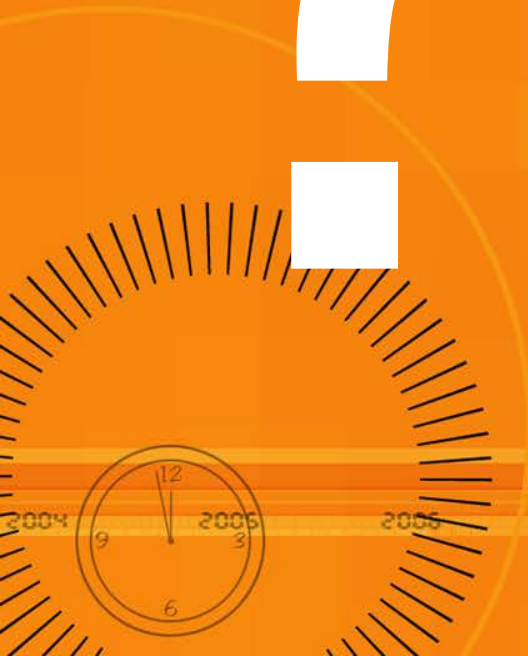
TIP 3: Take Care of Yourself

- It is vital to invest your time in your family, your health, exercise, sleep and vacations
 - Exercise faithfully at least three times a week
 - Eat breakfast every day
 - Carve out fun time with your families and friends
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TIP 4: Plan

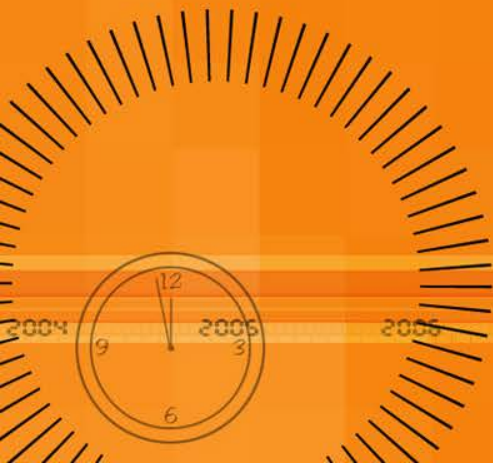
Set up a Schedule

Time	Activity	(Sample Planning Calendar)
7:30 – 7:45 am	Read Email and answer	
7:45 – 8:00 am	Sign checks; internal funds	
8:00 - 8:25 am	Sit with AP’s and secretary to quickly prioritize the days	
Fridays 8-9 (Administrative Meetings)		
8:25-9:00 am	Visit team meeting rooms or parent conferences	
9:00-9:20 am	Hall Duty	
9:20- 10:00 am	Return phone calls, answer emails, more inbox; parent conferences Have an Agenda	
10:00 – 11:20 am	Classroom Walkthroughs	
11:20 am -12:20 pm	Open Door for staff members to see me if need be	
12:20 - 1:00 pm	Lunch Duty (Visibility)	
1:00 - 1:30 pm	Have lunch (many times with administrative team to keep lines of communication open)	
1:30 - 2:00 pm	Phone calls, emails, in-box	
2:00 – 3:00 pm	Official Observations; parent conferences; teacher meetings	
3:00 - 3:50 pm	Prioritize, plan for tomorrow	
3:50 - 4:10 pm	Bus duty	



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