If you can’t manage, you can’t lead! Traditional time management strategies have produced limited results in allowing school administrators the necessary time to focus on instructional leadership in a consistent manner. School leaders have been hampered by managerial tasks that keep them from discharging their functions as instructional leaders. Level 5 Principals receive training and development to become process management experts. Forty efficiency systems help the principal “clear the plate for effective leadership” and spend at least two days per week coaching teachers and students. The Achievement Gap is not happening in the office. Participants will discover innovative strategies to address interruptions, electronic communication, discipline issues, challenging clients, under-performing employees, written communication, staff compliance, and many more. On a recent study conducted by Executive Coaching Services, Inc., we found that principals typically spend an average of 65 hours per week on the job. Unfortunately, only three of those hours are spent on the business of leading for excellence in teaching and learning. This is the reason why the first strand of the Level 5 Principals’ Academy is the Level 5 Time Management: Clearing the Plate for Effective Leadership.

Session Format: The first part of the session will engage participants in analyzing traditional time management. We will then identify over 40 management activities that leaders should “stop doing” in order to begin the transformation. Participants will explore the elements of Level 5 Time Management including Management by Design and Organizational Health. Efficiency Systems will then be shared as alternatives to our current time management practices to improve productivity. We will conclude with a summary of personal coaching plans and a session evaluation. The coaching plan form is provide at the end of the handout.

Frontloading the Session: In order to get maximum use of the time we have, please review the questions in the handout and bring your responses to the session. This is your first Efficiency System.
Session Outcomes:

During the one-day seminar, participants will:

- Discover over 40 behaviors we must “stop doing” to transform our practice;
- Understand and implement the fundamental principles of Level 5 Time Management;
- Develop strategies to create and sustain a culture of discipline to lead for excellence;
- Shift from self-management to Synergy at Work!
- Create and sustain a positive work environment;
- Acquire efficiency systems to improve office productivity;
- Experience less stress and enjoy time with family and friends.

Getting the Most out of the Session:

- Listen for potential while allowing your brain to be uncomfortable
- Think Implementation by phrasing deviations in a question format
- Be aware of your subjective truth
- Complete the Personal Coaching Plan
- Relax and enjoy the ride!
Objectives

Level 5 Time Management for School Leaders
“Clearing the Plate for Effective Leadership”
Session Activities

1.1 Traditional Time Management Practices

Please list five time management strategies that you currently use to optimize the work.

1.2 Activities we must “stop doing” in order to gain time

What’s keeping you from doing what you need to be doing to improve student achievement?
If you had more time available, what would you do more of at work and at home?
Are you still putting your family second?
Please list your top ten “time eaters”

1.3 Management by Design: Eliminating the “Enemies” of Efficiency

Management by Design is the beginning of an efficiency philosophy that will create the conditions for the executive to manage interruptions, paperwork, staff issues, electronic communication, etc. and any other distractors that may interfere with focused leadership.

Which of these “addictions” do you currently have?

1. Addiction to paper?
2. Addiction to electronic communication?
3. Addiction to power and control?
These three “addictions” are major roadblocks to efficiency and productivity.

1.3 Job Definition: Find your “Hedgehog”

“Most executives are not very clear on the primary function of their position.” – Goldsmith, 2007

What is the word that defines your leadership? Can this word guide the development of a theory of action?

Do you have a theory of action to guide your work?

After all is said and done, what is your primary function?

1.4 The Functions of Highly Effective Leaders

Efficiency

What are three key processes that are essential to your work?

How do you know these processes are working for you?

Effectiveness

Do you use predictability systems to ensure the desired student outcomes?

Influence

What is your theory of action to influence people?
1.5 Aligning Workstation with the Executive’s Primary Function

“The office space, like a car, can be a constant source of stress that goes unnoticed.”

D. Allen

What is the purpose of your office? What tools do you have in the office that promote efficiency and productivity? If you were to get a promotion, how many boxes will you need to pack your office?

1.6 Implementing Efficiency Systems

We will address some of the activities we should “stop doing” and explore ways to frontload the work.

1.7 Work Environment as a Time Management Strategy

“Executives must understand and respond to the factors that create a motivational work environment.”

D. Pink

The lack of Organizational Health can be a constant time eater. What are you currently using to promote Organizational Health?

What does research say about the factors that create internal Drive in people?
Identify 10 areas where you are committing to making a change.

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<th>Concept</th>
<th>Action</th>
<th>Support</th>
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<tr>
<td><strong>Example:</strong></td>
<td>Positive work environment</td>
<td>Need sample letters and recognition activities</td>
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<td>Will recognize principals every seven days.</td>
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Management by Design: Clearing the Plate for Effective Leadership

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