

Time Management for Principals

Presented by Kim Marshall

Brief Description:

This workshop begins by analyzing the unique challenges that principals face in managing time and priorities, especially H.S.P.S. – Hyperactive Superficial Principal Syndrome – and suggests how to handle ten key areas:

- Having a laser-like focus on student achievement
- Having clear curriculum and discipline expectations
- Planning for the year, month, week, and day
- Getting into classrooms and giving teachers feedback
- Scheduling meetings for key teams
- Writing it down, prioritizing, and following up
- Delegating to competent people
- Preventing time-wasting crises and activities
- Taking care of yourself
- Regularly reflecting on goals and progress

Throughout the workshop, Kim will use clickers (audience response devices) and small-group discussion to surface reactions and ideas.