

Keeping Time: Supporting Instructional Excellence

Council of the Great City Schools
October 20, 2022



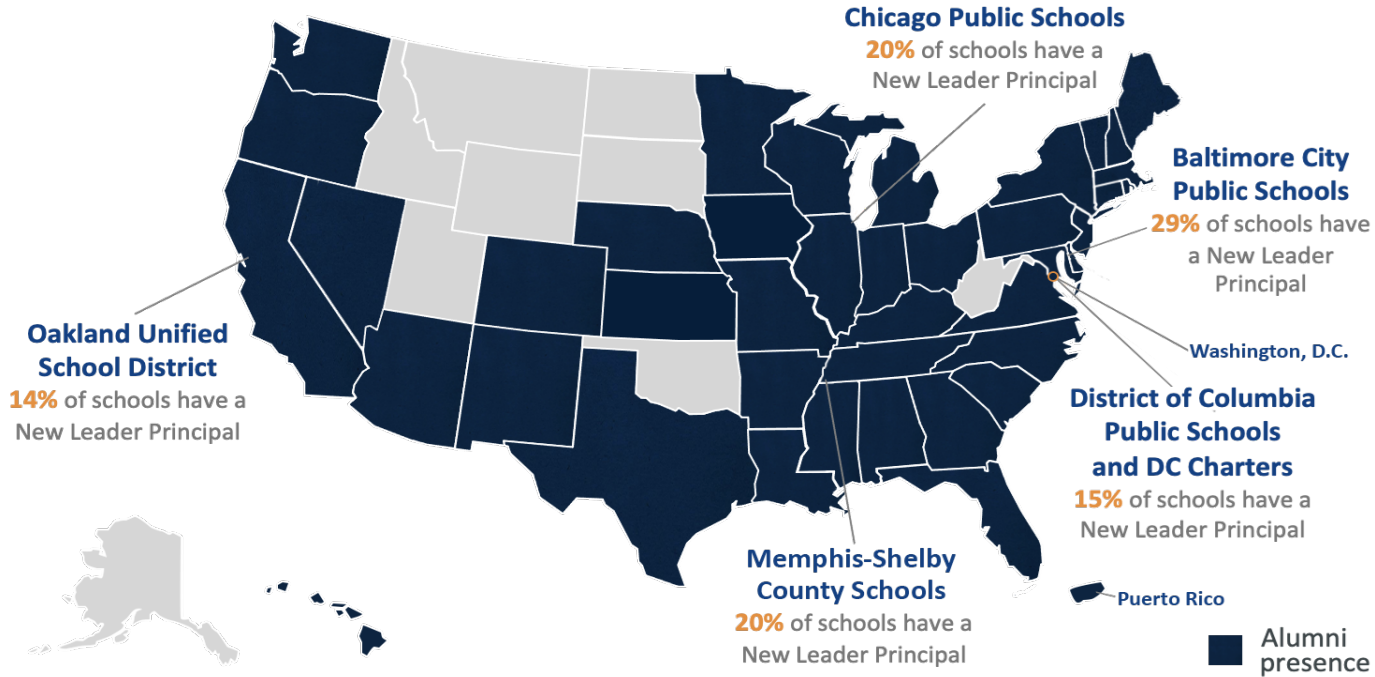


Introductions

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New Leaders is Redefining How Schools Are Led





New Leaders By The Numbers



8,000+

education leaders trained



2M+

students impacted



2 of 3

leaders trained are leaders of color



87%

of students impacted are students of color



1 in 5

school leaders trained go on to lead at the district level



78%

of students impacted are from low-income communities



41

states have schools served by New Leaders alumni



850

schools are led by New Leaders principals



1 of 3

districts have schools led by New Leaders principals



130

large districts (73k+ students) partner with New Leaders



Theory of Action About Time And Instructional Leadership

IF

School and district
leaders who serve as
instructional leaders



ALLOCATE

Intentional,
meaningful time to
focus on instructional
issues



THEN

Teachers will be better
able to serve their
students' academic
needs



AND THEN

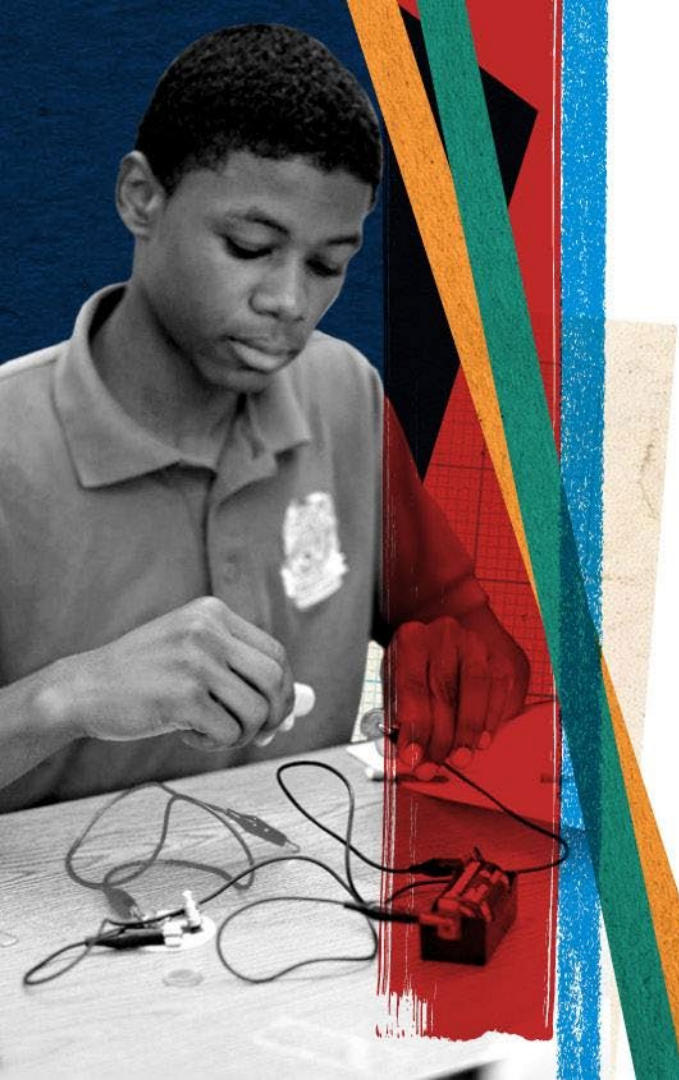
Students' academic
outcomes will improve

The Truth About Time Management

Time management ready-to-apply tools (e.g., hacks and apps) are unlikely to work, no matter how effectively designed they are.

Developing effective time management skills must precede the use of ready-to-apply time management tools in order to be useful.





Key Time Management Principles

1

Awareness: Thinking realistically about your time as a limited resource.

2

Arrangement: Designing and organizing your schedule and tasks to effectively use your time.

3

Adaptation: Monitoring your use of time while performing activities and adjusting to interruptions or changing priorities as needed.

TOP PRIORITY

Instructional leaders who set aside 20-30 minutes each week to reflect on their calendar from the previous week and to plan for the week ahead are significantly better time managers than instructional leaders who do not do so or who do so inconsistently.

Weekly Time Allocation Planning & Reflection

Buckets of Work	Ideal Average Weekly Time Allocations		Actual Average Weekly Time Allocations	
	<i>Hours</i>	<i>Percentages</i>	<i>Hours</i>	<i>Percentages</i>

Weekly Time Allocation Planning & Reflection

- 1) Have you pre-schedule substantial amounts of your time that reflect your time allocation goals
- 1) Help you communicate your time allocation priorities to others
- 1) Encourage you to identify individuals to whom you can delegate tasks, projects, meeting and other obligations
- 1) Have you record your actual use of time every week and compare this log to your time allocation goals
- 1) Allow you to thoughtfully unpack your use of time to be able to reach your time allocation goals



Guiding Questions for Weekly Time Allocation Planning & Reflection

Reflecting on Your Past Week:

- Did your actual time allotment mirror your priority time allocations? In which area(s) did you exceed your time allocation and/or not reach your time allocation?
- Why did your actual time allotment not mirror your priority time allocations, if applicable?
- What did you spend time on this week that did not fall within your priority time allocation buckets?

Planning for Your Week Ahead:

- What actions can be taken next week to get closer to the goal of having your actual time allotment mirror your priority time allocations?
- What will be your most impactful action this week related to your goals?





Closing



The way to become a better time manager is to hone your time management skills.



Use the key time management principles as a basis for developing your time management skills.



Carve out time to plan for, and reflect about, your time and priorities.