

## Time Management Module

Managing time is a critical skill for effective leadership. Time is often cited by leaders as a challenge. Countless responsibilities and stakeholders are all looking for a piece of that time. Time management skills transcend all the modules, because the failure to effectively manage time will result in the inability to accomplish goals. There are techniques and skills that can enhance one's efficiency. Tasks in this module will focus on those skills and techniques

| <i>Given this...</i>                       | <i>Do this...</i>  | <i>To meet these criteria...</i>  |
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| <b>Perform one of the tasks below:</b>     |  |   |
| <b>Shadow a school/district leader</b>     | Shadow a school or district leader and track how they spend their time   | Using the results of the shadowing experience, determine if the leader's time spent is consistent with school/district priorities. Identify time wasters that detract from priorities and make recommendations on how time could be spent more efficiently. Share your findings with your cohort. |
| <b>Keep a time utilization log</b>         | For a week, keep a time log tracking in 15-minute increments on how you spend your day.<br><br>Create a matrix of your time utilization based on your time log.                  | After tracking your time for one week identify your personal time wasters and how your time could be used more efficiently. Based on your findings design a plan to improve your time utilization.  |
| <b>Design a project timeline</b>           | Based on one of your current project or an upcoming project, design a timeline to see that the project is completed on schedule  | Identify an upcoming project or initiative for your organization. Design a timeline to the implementation of the project or initiative. Present your timeline to the cohort   |
| <b>Create a time-responsibility matrix</b> | Based on the leadership responsibilities in a school or district leadership position, create a matrix of the key responsibilities and the time that needs to be devoted to each. | In cooperation with a peer identify key roles, responsibilities and priorities. Determine the time each day/week that is needed to accomplish these   |