“...and other duties as required.”
Positive Impact on Student Achievement
METAPHOR.
Rate Your Desk

- Never has anything on it, except what I’m working on right now
- Messy sometimes, but I try to leave it clean at the end of the day
- Piles of paper are bar graphs showing my importance
- I haven’t seen it in a while
Workflow

http://www.flickr.com/photos/titanas/3576536370/

http://www.flickr.com/photos/quinnanya/2122108119/
Workflow

• Handle each item as few times as possible
• Separate actionable & non-actionable items
• Create the destinations you need
• “Hide” things you aren’t ready to work on yet
“A ______ for ____________
and ________________
in its ______.”
• Trash or forward
• Next Action Stickies -> To-Do List
• Tickler File
• Reference File
• To Read
• Log & file

Paper Workflow
Next Action Stickies

- Conference handouts in your bag
- Add sticky note: file, recycle, copy for ____ read later, add to agenda/to-do list, etc.
- Don’t deal with it now – just make a decision
Write everything down.
To Do:

- printer refill
- make gazpacho
- laundry
- JCU ads
- phone bill
- lawn bill
- ergon bill
OmniFocus (iPhone)
Remember The Milk
Remember The Milk
Ideas/Communication/To-Dos

Inbox

Organizational System

Action
To-Do List Owner’s Guide

• Write everything down
• Process inbox regularly (to empty)
• Create new agendas/contexts
• Work by agenda/context
• Purge items with < 100% commitment
• Keep a separate “maybe” list
<table>
<thead>
<tr>
<th>Agenda Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Meeting</td>
<td>None remaining</td>
</tr>
<tr>
<td>Leadership Team</td>
<td>None remaining</td>
</tr>
<tr>
<td>Parent Newsletter</td>
<td>None remaining</td>
</tr>
<tr>
<td>Staff Newsletter</td>
<td>None remaining</td>
</tr>
<tr>
<td>Staff Next Steps</td>
<td>None remaining</td>
</tr>
</tbody>
</table>
Honesty

http://www.flickr.com/photos/katietegtmeier/124315323/
Organization ≠ Motivation
Calendar

- Deadline-driven tasks and appointments only
- Alerts/reminders on phone or computer
- Recurring time-sensitive tasks (e.g. take out trash)
What Kinds of Emails Do You Receive?

• Brainstorm categories, e.g. spam
• Compare with someone else
• Refine categories
Email Workflow

- Clear status (read/unread)
- Postpone: NudgeMail
- Inbox Zero
Brilliant Boilerplate

• Common situations
• Typical responses
Email Tips

- Unsubscribe
- Read FYIs on phone; mark others as unread
- Add tasks to to-do list
- Use PhraseExpress (Win) or TextExpander (Mac)
- Use keyboard shortcuts
- Keep Outlook closed (at least turn off alerts)
- Handle email at your convenience
- Save & add keywords for search
- Don’t over-file
- Set the example
Instructional leaders influence teachers, who influence students, who are the bottom line.

Our effectiveness directly impacts the lives of students.
• Sign up for handouts/articles via email
• Evaluation form
• www.eduleadership.org for regular updates and productivity tips