

How Principals *Really* Spend their Time

Directions

- List the numbers of the four activities on which you spend the most time: ____, ____, ____, ____.
- List the numbers of the four activities on which you spend the least time: ____, ____, ____, ____.
- For each item, check off the box corresponding to High, Medium, or Low for time spent on the task.
- List the numbers of the four activities on which you *should* be spending most of your time: ____, ____, ____, ____.

Activity	High	Medium	Low
1. Communicating with parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Having negative interactions with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Having positive interactions with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Completing forms and paperwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Supervising the playground or lunchroom, or monitoring other areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Developing curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dealing with maintenance or logistics issues (custodial, food service, transportation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Observing teachers and giving feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Promoting the school's or district's image in the community; raising funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Meeting with other administrators from within the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Meeting with other administrators, not supervisors, from outside the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Meeting with central office personnel and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Visiting classrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Meeting with members of the board of education or a parent group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Meeting with teachers to talk about rules or procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Meeting with teachers to talk about pedagogy or curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Dealing with issues related to athletics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Other (please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion

1. Is there a disparity between how you are spending your time and how you think you should spend it? If so, why is this?
2. Has how you spend your time changed in recent years? If so, in what ways is it different and why?
3. What could you do to change how you spend your time?