Get it together!
WORK PLANNING AND TIME MANAGEMENT
STRATEGIES FOR THE BUSY EDUCATOR

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Does your organizational system have you feeling like…?

Then you’re in the right place!

Meet your presenter

Hi! I’m Genevieve.

Who are you?
Get to know your tablemates

- Name, role, school/organization
- The current status of your organizational skills or systems, 1-5

My Organization Evolution...

Special Education Teacher at 1 School
School Psychologist at 4 Schools
Special Ed Director for 16 Schools in 4 States

Why get organized?
Your input on your organization and work planning needs

What aspects of your role present the most significant organizational challenges?
- Keeping track of my various "to dos"
- Organizing assessment data
- Organizing instructional materials
- Managing written communication

Your input on your organization and work planning needs

What are your biggest time sucks?
- IEP Paperwork
- Gathering/creating instructional materials
- Planning for instruction
- IEP coordination

Objectives for our time together today

• Create (or refine) systems and processes for...
  - Maintaining a comprehensive calendar of important events, timelines, and responsibilities
  - Keeping track of "to dos" and other responsibilities
  - Planning and scheduling daily and weekly priorities
• Incorporate into your toolbox at least one new strategy for streamlining special education case management responsibilities
Agenda

• Introduction
• Part 1: Time Management and Work Planning
• Part 2: Streamlining Special Education Case Management
• Close

Structure for our time together today...

LEARN + APPLY

Big shout-out to...

www.thetogtthergroup.com/resources/teacher
Paper? Or digital?

Genevieve’s Organizational Decrees

- Choose a system that works for you, and be flexible with it
- Choose a system that you can carry with you
- Keep everything in one place
- Own your schedule and your time
- Invest time in planning your time and reflecting on how you are using it

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The equation for an organized professional life

Comprehensive Calendar

• Turn-and-talk...
  • How do you keep track of deadlines and other responsibilities?
  • How effective is your system for keeping track of deadlines and other responsibilities, 1-5?

5 = I never miss a deadline!
1 = My nickname is “I-need-a-reminder Thomas”

What goes into my comprehensive calendar?

• Deadlines (hard and soft)
• Standing meetings
• School holidays and important events
• Personal commitments
• “Head down” time (IEP paperwork, lesson planning, etc.)
• Sacred non-work time (family time, exercise, etc.)
• Routine data entry
• Weekly meeting with yourself
What does my comprehensive calendar look like?

Another option...

Yet another option...
How do I build my comprehensive calendar?

- Select your tool (physical planner, Gcal, etc.)
- Round up your current paper and digital calendars (*note on displaying multiple calendars on Gcal)
- Input standing commitments, regular meetings, school holidays, etc. Consider using color-coding in Gmail
- Input hard and soft deadlines
- Block out times to get *$!# done; consider your energy levels (do the hard stuff when energy is high and the easy stuff when energy is low)
- Data collection
  - IEP case management
  - Weekly meeting with yourself...
- Keep your calendar *$!#!
- Get the personal stuff in there
- Keep your calendar alive!

• Take five minutes to do whatever is most helpful for your comprehensive calendar...

The Together Teacher Free Resources:
www.thetogethergroup.com/resources/teacher
The equation for an organized professional life

Weekly and Daily Planning

Comprehensive Calendar

Master Task List

Daily & Weekly Worksheets

What is a master task list?

Is it...

What is a master task list?

• It’s everything (literally... everything) you need to do, but not now
• Allows you to capture tasks you cannot address immediately, ideas for the future, recommendations, etc.
• A long-term, sorted list of “to dos,” including...
  • Things I need to do eventually, but don’t have the time or mental capacity to do right now
  • Things I know I’m going to need to do at some point down the road (not today, not this week)
  • Things I’d love to get to some day but may not even be able to assign a month to right now
  • Things that aren’t due for awhile, but need a long lead time (example: a presentation on time management and work planning strategies...)

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What does my master task list look like?

Another option...

Another option...
Another option...

Another option...

Other options...
- Evernote
- Todoist
- Remember the milk
- Wunderlist
How do I start a master task list?

• Take stock of your current situation – where are you keeping track of your “to dos”?

• Choose a tool that will work for you...
  • How often are you online? Do you consistently carry a smartphone with you? Do you carry something else that you can incorporate a master task list into? What’s going to work better for you – paper or digital?

• Start generating tasks!
  • Look at your comprehensive calendar – is there anything coming up that you need to prepare for?
  • What are some “to do” tasks that you want to accomplish but don’t need to start now?
  • What are some of those rainy day ideas you have rattling around in your head?

How do I maintain a master task list?

• Carry your list with you each week (either print a hard copy or keep a digital copy)

• As tasks or ideas come up that will not be addressed this week, add them to your master list

• If using a paper copy, update it digitally at the end of the week and re-print

• Only look at this list during your weekly meeting with self!

• Take five minutes to do whatever is most helpful for your master task list...
The equation for an organized professional life

Weekly and Daily Planning

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Master Task List

Daily & Weekly Worksheets

What is a daily/weekly worksheet?

- A visual representation of your priorities mapped against your time
- An hour-by-hour (or day-by-day) snapshot of how you intend to spend your time
- It includes:
  - Your schedule for the day/week
  - Priorities
  - Deadlines
  - Tasks (including "two minute tasks")
- Your comprehensive calendar and your master task list drive your daily/weekly worksheet

Weekly worksheets...

- Your plan for how you spend your time this week, including:
  - Appointments
  - Meetings
  - Priorities
  - Deadlines
  - Follow-up emails/calls/texts
  - Errands and personal priorities
  - Recurring tasks
  - "Two Minute Tasks" (TMTs)
  - "Next Week"
Daily worksheets...

- Your plan for how you spend your time today, driven from your weekly worksheet, including:
  - Appointments
  - Deadlines
  - Priorities
  - TMTs
  - A place to capture the barrage of things that come up that you didn’t plan for

But when am I supposed to create these worksheets?!
You create your weekly worksheet during your weekly meeting with yourself!

You create your daily worksheet at the end (or beginning) of each day!

What does my weekly worksheet look like?
What does my daily worksheet look like?

Another option...

Another option...
What is a weekly meeting with myself??

• Protected time each week for you to own your schedule by…

1. Cleaning up
2. Planning ahead

What does “cleaning up” look like?

• Look back at your weekly worksheet from last week. What didn’t get done and can either be done now, or needs to be moved to next week?
• Look back at any meeting notes from last week. Any action items that you haven’t taken care of yet?
• Clean out your email inbox!

What does “planning ahead” look like?

• Review your master task list. What can come off that list and on to your weekly worksheet?
• Review your ongoing projects (lesson planning, planning sessions, evals, etc.) and determine what needs to get done this week
• Review your comprehensive calendar for the next month. What’s coming up that you need to plan for now? Are you ready for all of your meetings next week?
• Send any necessary communication regarding your upcoming week (reminders of meetings, notifications of schedule changes, etc.)
What does “planning ahead” look like?

- Make sure your personal priorities are planned for (working out, time with friends, etc.)
- Weekly rituals?

When do I have this meeting with myself?

What does my weekly meeting with myself look like?

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/22</td>
<td>9:00</td>
<td>Breakfast</td>
</tr>
<tr>
<td>5/22</td>
<td>10:00</td>
<td>Work meeting</td>
</tr>
<tr>
<td>5/22</td>
<td>12:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>5/22</td>
<td>13:00</td>
<td>Relax</td>
</tr>
<tr>
<td>5/22</td>
<td>17:00</td>
<td>Dinner</td>
</tr>
</tbody>
</table>

**Agenda:**

- Review last week's agenda
- Update tasks and projects
- Discuss upcoming events and schedule
- Reflect on progress and challenges
- Set goals for the upcoming week
• Take five minutes to do whatever is most helpful for your daily or weekly worksheets OR your weekly meeting with your self...

The equation for an organized professional life

Weekly and Daily Planning

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Master Task List

Daily & Weekly Worksheets

Just a few other stand-alone ideas for your organizational system...

• Thought Catchers / People Boxes
Just a few other stand-alone ideas for your organizational system...

• Meeting / Conference Notes

Just a few other stand-alone ideas for your organizational system...

• Professional Reading

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Completing IEP Paperwork + Scheduling and Coordinating IEP Meetings + Tedious IEP Meetings =

Instruction: Rewards phonics program 30 min/day (group); HELPS fluency program 15 min/day (individual)

Progress Monitoring: DIBELS Oral Reading Fluency probe administered weekly

Goal: By January, 2019, when given a grade level reading passage, Genevieve will read at least 75 correct words per minute with at least 90% accuracy in 2 of 3 trials as measured by curriculum-based assessments.

How can you streamline the completion of IEP paperwork?

What? Templates?! In an Individual Education Plan?!?!?!
Example PLAFFP template for reading...

"In the area of basic decoding, student has demonstrated mastery of the following skills in the last calendar year: ... Student is currently working on the following decoding skills: ..."

According to his/her most recent reading fluency progress monitoring probe, student is currently reading grade level text at a rate of ...cwpm. This places student at approximately the ...th percentile when compared to his/her same age peers nationwide. Student has demonstrated growth of ...cwpm in the last calendar year. This rate of improvement (ROI) is considered below average/average/above average when compared to the expected ROI for students in the ...th grade.

How can you streamline the completion of IEP paperwork?

And don’t forget about your comprehensive calendar!!

How can you ease the scheduling and coordinating of IEP meetings?
Doodle

Google Calendar

Share the entire calendar with someone in “Settings for my calendars”
Google Calendar

Share individual meetings with someone in the meeting invite

Side note... Using Google Calendar to schedule service minutes

• Option 1: Create one master service schedule and invite relevant parties to each individual “meeting” (service)

• Option 2: Create an individual calendar for each student and share calendar with relevant parties (this option is more intensive but makes coordinating with related service providers slightly easier)

How can we facilitate effective and efficient IEP meetings?
How can we facilitate effective and efficient IEP meetings?

Rule # 1 – Know your audience

Rule # 2 – Use an agenda

Think about:
• What open questions exist that need to be answered by the end of the meeting?
• What order does it make sense for participants to present in?
• What's the time frame?
• Review the agenda and check with participants at the start of the meeting

Rule # 3 – Consider sharing information ahead of time

• This might include...
  • Sharing a draft of an IEP or ERP
  • Calling a parent ahead of time
  • Sharing the meeting agenda for feedback
  • Sharing work samples or progress monitoring data

But what about predetermination?!
These are just the assessment results. We'll talk about what they mean for Genevieve's plan when we meet as a team.

I wanted to share a draft of the progress that Genevieve has made over the last year, and some initial thoughts on a direction we may consider for next year. I'm eager to hear your input and finalize decisions when we meet as a team!

Here are my initial thoughts on an agenda and our open questions for Genevieve's meeting next week. Would love to hear your input!

How can we facilitate effective and efficient IEP meetings?

Rule # 4 – Consider the most effective and parent-friendly way to share results

• Is it more effective to read a PLAFFP word-for-word...

• Or to share a work sample or graph that illustrates the student's present level?

This includes sharing assessment results!

• The parent (or teacher) who wants to know how the student did on each individual test item of the WJ is about as common as...
How can we facilitate effective and efficient IEP meetings?

Do I have to print 8 copies of the draft ER (or IEP) that we read through page-by-page, or....

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Turn and Share with a Partner:

• What is one “a-ha” or lightbulb moment you had today?
• What is one concrete tool or strategy you learned about today that you plan to incorporate into your practice?
• What’s one manageable goal you have for your personal organizational processes?
Go forth and be organized, my friends!