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...?

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?

1/31/2019
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
- 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.thetogethergroup.com/resources/teacher
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

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

The equation for an organized professional life

Weekly and Daily Planning

Comprehensive Calendar -> Master Task List -> Daily & Weekly Worksheets

Like a boss

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What does my comprehensive calendar look like?

Another option...

Yet another option...

A “not my favorite” 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 s**t 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...
- Get the personal stuff in there
- Keep your calendar alive!

The Together Teacher Free Resources:
www.thetogethergroup.com/resources/teacher

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

What does my master task list look like?

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 dos” 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

Comprehensive Calendar

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

What does my weekly worksheet look like?

You create your weekly worksheet during your weekly meeting with yourself!

But when am I supposed to create these worksheets?!
What does my daily worksheet look like?

Another option...

Another option...

Another option...

Another option...

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 my weekly meeting with myself look like?
• 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

Comprehensive Calendar

Master Task List

Daily & Weekly Worksheets

Weekly and Daily Planning

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 =

How can you streamline the completion of IEP paperwork?

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?

What? Templates?! In an Individual Education Plan?!?!!

And don’t forget about your comprehensive calendar!!
Share the entire calendar with someone in “Settings for my calendars”

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?
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Rule # 1 – Know your audience

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

How can we facilitate effective and efficient IEP meetings?

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

How can we facilitate effective and efficient IEP meetings?

Rule # 3 – Consider sharing info ahead of time

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

But what about predetermination?!

How can we facilitate effective and efficient IEP meetings?

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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 PLAFPP 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?

THINK OUTSIDE THE BOX

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

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?

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Goodbye!

Go forth and be organized, my friends!