

Time Management

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 p.m.							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							

Total number of working hours per week: _____

Time typically designated to the following activities:

Instruction: _____	Grading: _____	Staff meetings: _____
Parent meetings: _____	Professional development: _____	Individual planning: _____
Collaborative planning: _____	Administrative duties (such as writing reports): _____	Others: _____

Reflection

What strategies can you and your colleagues use to ensure significant chunks of time are available during the school week to conduct collaborative planning? Can you schedule more creatively and make periods of time more collaborative and functional? (For example, can you put together two planning periods or organize fragmented planning time to create a longer block of time for sustained collaborative planning?)