

Virtual Lab School



Welcome!

Live Webinar will begin at 11:00 EST

Time Management & Organization in Leadership

February 16, 2023

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To support your learning...

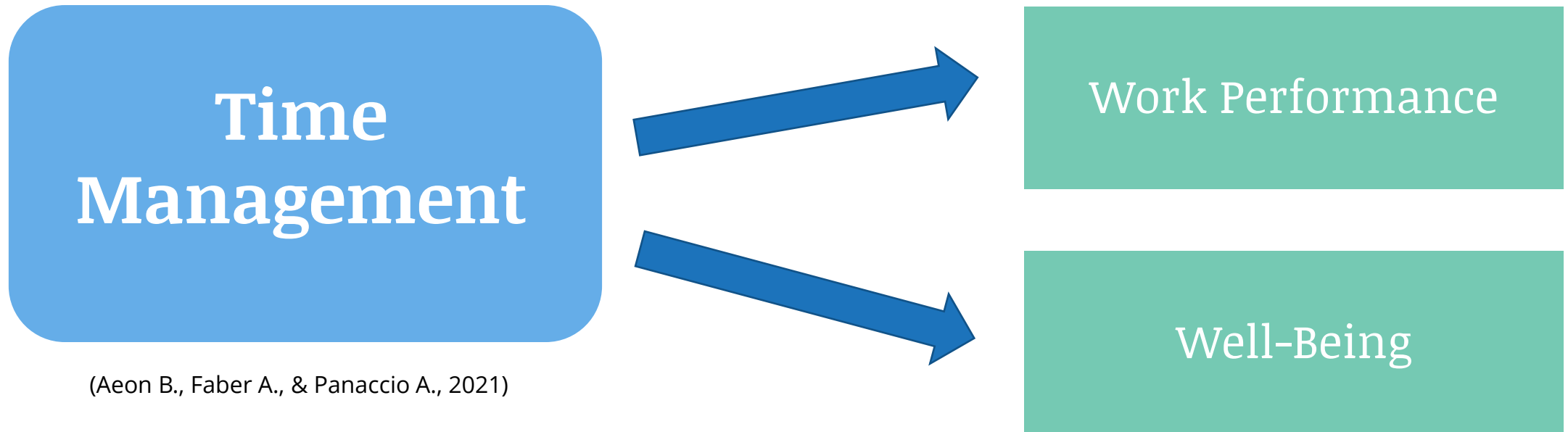
- ✓ All participants have been muted
- ✓ Please type questions or comments into Chat
- ✓ We will monitor the CHAT and answer questions throughout the training
- ✓ This session is being recorded to share on the Virtual Lab School site
- ✓ We encourage you to participate in the polls throughout the training
- ✓ Share your feedback after the training!
- ✓ If we disconnect – please log back in



SHARE OUT – POLL

*Why do leaders need to have
good organization and time
management?*

Benefits of Time Management



(Aeon B., Faber A., & Panaccio A., 2021)

Time management is the ability to use one's time effectively or productively.

Organization is an efficient and orderly approach to tasks



Principles of Time Management



Understanding the
Difference between Urgent
and Important



Discernment



Planning

Urgent versus Important

Time Management Matrix



(Covey, 1989)

Tools to Support Time Management

	URGENT	NOT URGENT
IMPORTANT	1. Necessity	2. Extraordinary Productivity
NOT IMPORTANT	3. Distractions	4. Waste

(Indeed.com, 2020)

TASK	TIME SPENT ON TASK					TOTAL TIME FOR TASK
	M	Tu	W	Th	F	
SCHEDULED TIME FOR TASKS EACH DAY						
TOTAL WEEKLY TIME FOR THESE TASKS						

(Jaffe, 2005)

Self-Awareness Strategies



Strengths and weaknesses



Productive and creative times of the day



Environmental preferences



Accountability



Prioritization



Achieving balance



SHARE OUT

In your role as a program leader, what often gets in the way of effective time management?

Organizational Systems

Organizational systems are clearly defined processes and procedures put in place to streamline and organize aspects of your program's operation.

When is a system needed for Program Management:

- **Monitoring and planning the budget**
- **Organization of essential documentation and record keeping**
- Safety protocols
- **Scheduling**
- **Hiring and onboarding new staff**
- Professional development and performance evaluations

Focused Topics - Leadership Essentials - Lesson 4 - Apply

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Developing a System

Name _____
Certifier _____
Date _____

Reflection

Use the following questions as a guide as you develop or improve an organization system within your program.

1. Identify an area or issue for which you would like to create a system.
2. What is not working? Have there been previous attempts at improving the issue?
3. What are the strengths of the current system?
4. What needs to be more organized?
5. What needs to be done regularly?
6. Who needs to be involved in the improvement or change process?
7. What are some possible strategies for solutions?
8. What challenges or barriers exist in implementing those strategies?
9. How will you know if the new system is working?
10. What will the new system look like when it is successfully implemented?

Adapted from McCormick Center for Early Childhood Leadership. (2016). Understanding systems and the program administration scale (PAS).






VLS Tools: Managing & Monitoring the Budget

ChildCare Aware OF AMERICA Member Log

About - Issues - Families - Providers - C

Opening a Child Care Center: Action Steps

Once you've done your research, you can begin taking steps towards starting your child care center. The sections below provide vital information and helpful resources for every step of the way.

-  **Prepare a Budget**
-  **Find a Location**
-  **Develop Policies and Procedures**
-  **Hire Staff**
-  **Market Your Program**

ChildCare Aware OF AMERICA childcareaware.org

Resource: Marketing Plan Template


- 1. Program Mission:** Think about your program's unique identity. What makes your child care business special or unique? How are you different from other child care programs in your community? Your program mission should be 2-3 sentences long. Write your program's mission statement, keeping it to 2-3 sentences.
- 2. Market Analysis:** What are the demographics of the families in the area where you want to open your child care business? Is there a need for another child care program because of shifting demographics or new employers moving into the area? What is the need for your program in your area? Use information from the [needs assessment](#) to help you complete this.
- 3. Competitors:** What other child care programs are in the same area as your program? You may want to look at different types of child care programs, such as other licensed child care centers, family child care homes, YMCA programs, and other types of child care programs in your community. When you
- 4. Target Your Audience:** What other audiences do you want to reach? Is your child care business located near a major employer? What type of families do you want to attract to your child care center? Are you interested in serving children who are dual language learners or children with special needs?

Leadership Essentials, FT, Lesson 4

Business Name:				Procedures for Preparing Your Child Care Budget			
		Current Year		Next Year			
		Fiscal Year ending: ___ / ___ /20__		%		___ / ___ /20__	
REVENUE AND SUPPORT				% increase			
Revenue	Child Care Fees:						
	Parents Pay	\$0.00	#DIV/0!	\$0.00			
	Child Care Assistance Program	\$0.00	#DIV/0!	\$0.00			
	Food Subsidy Program	\$0.00	#DIV/0!	\$0.00			
	Registration Fees	\$0.00	#DIV/0!	\$0.00			
	Activity Fees	\$0.00	#DIV/0!	\$0.00			
Support	Foundation and Corporate Grants	\$0.00	#DIV/0!	\$0.00			
	United Way	\$0.00	#DIV/0!	\$0.00			
	Contributions and Donations	\$0.00	#DIV/0!	\$0.00			

1) Input all information into the Calculations tab to ensure proper estimation of fees and payroll. The required fields are shaded. *Leave any item blank that doesn't apply to your program.

2) Input all information into the Budget tab to ensure proper calculation of your budget.

Child Care Provider Budget Worksheet
Child Care Aware® of America 

VLS Tools: Documentation & Record Keeping

Daily or Weekly	Monthly	Quarterly	Annually
Attendance (Children/Youth, Staff, and Volunteers)	Review random sample of child records to confirm completeness	Formal playground inspections	Confirm all child files have been reviewed and updated by families
Review files of any new hire or volunteer to confirm all requirements have been met and documentation is complete	Review random sample of staff member and volunteer files to confirm completeness and compliance	Review quarterly budget statements and documents	Document completion of necessary fire and other building inspections
Program and playground walk through to check for safety hazards, broken materials, etc.	Document and file completion of required emergency drills	Review child and staff files for upcoming expirations	Document and verify all have completed required clock hours

Leadership Essentials, FT, Lesson 4



Enrollment Packet Items (paper forms)

Item	Agency Req.	Where is it Stored?	Responsible Staff Member Tasks and Initiate & Update Processes
Family contact information and list of authorized adults	DoD, NAEYC	Front desk computer (password protected), Copy in child file folder in front office	<i>Program Manager</i> Initial - Give families enrollment packet. Annually - communicates with family their time to complete their annual review and update is approaching.
Child health and immunization records	DoD, NAEYC	Copy in child file folder in front office	<i>Families:</i> Annually - review the forms, update, and sign to confirm the information has been reviewed and is accurate.
Consents for photography and recording	Other	Logged in file on front desk computer for quick reference. Copy of signed form in child file folder in front office	<i>Front desk clerk:</i> Initial - confirms completion, makes copy for family, file a copy in child's file, save/log in computer file. Annual Update - logs new information and date updated; makes copy for family and child's file, file signed confirmation that information was reviewed.

Electronic keypad sign-in (Manually entered in classroom by direct care staff)

Item	Agency Req.	Where is it Stored?	Responsible Staff Member Tasks and Initiate & Update Processes
Attendance	DoD, NAEYC, Other	Digital records accessible on front desk computer Paper copy of weekly attendance record is given to front desk clerk and filed	Manager checks log daily midday, confirms with direct-care staff members that absences are accurate, corrects any errors, and sends reminders to families to use the electronic sign-in system as needed

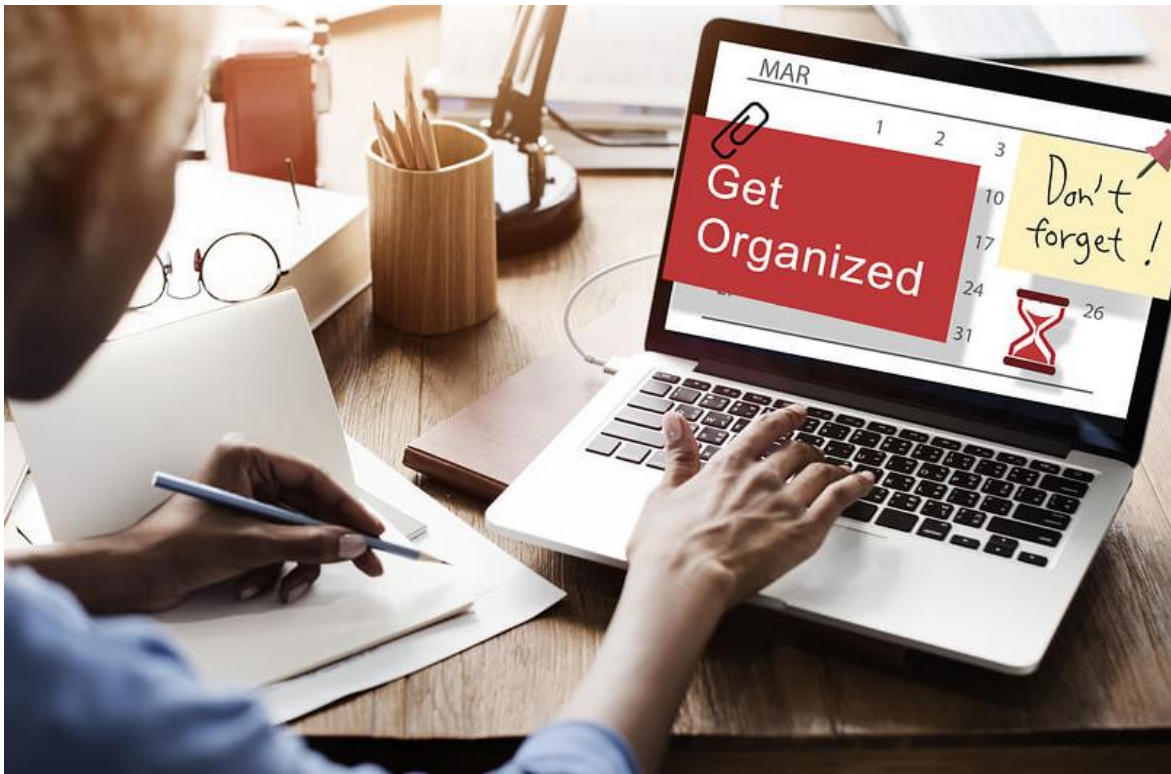
VLS Tools: Hiring & Onboarding



Leadership Essentials, FT, Lesson 5

Timeline	Tasks
Prior to the first day	<ul style="list-style-type: none">✓ Send new staff members a welcome letter and agenda for their onboarding process.✓ Send new staff members any paperwork that needs to be completed (background check, payroll, etc.)✓ Create a file for the new employee, where all required documentation and paperwork will be stored as it is received✓ Send new staff member a copy of the staff handbook (overview page will be signed, copied, and placed in the new employees file)✓ Send an onboarding agenda to current staff members who will be involved in supporting the onboarding process✓ Assign a peer mentor for the new staff member, connect the two via email, and ask the peer mentor to send a welcome note
Day 1	<ul style="list-style-type: none">✓ Tour the program✓ Confirm receipt of all required paperwork, background checks, required training completion, etc.✓ One-on-one welcome meeting with the program manager (discuss program organizational structure, onboarding agenda, and what the first three months will look like for the new staff member)✓ One-on-one meeting with the coach to review program policies and answer questions✓ Welcome lunch with peer mentor and other staff members✓ Begin orientation training with staff member
Day 2	<ul style="list-style-type: none">✓ Check-in meeting with peer mentor to answer any additional questions✓ Check-in meeting with classroom staff to review responsibilities for the day

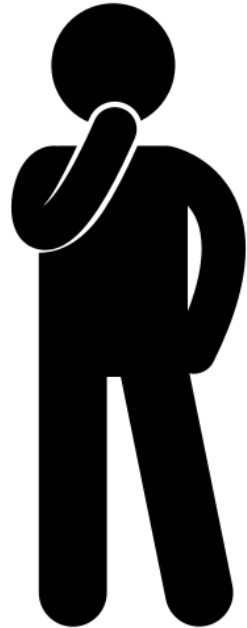
Organization Tips → Time Management



- Schedule time for organization
- Organize your workspace
- Rethink your email
- Take notes
- Utilize your digital calendar
- To-do lists
- Delegate
- Refuel

Task Organization & Sequencing

<p>To-do</p> <ol style="list-style-type: none">1.2.3.	<p>Do Next</p>	
<p>Delegate</p>	<p>Follow-Up</p> <ul style="list-style-type: none">•	<p><u>Don't Do:</u></p>



SHARE OUT --POLL

*Why do you struggle to
delegate?*

Benefits of Delegation

For You

- Removes something from your list
- Improves team culture
- Gets things done quicker
- Provides a new perspective
- Better work-life balance
- Empowering

For the Other Person

- Builds trust
- Learns a new skill
- Builds knowledge
- Gains responsibility
- Allows them to be creative, therefore improving well-being

(The Ohio State University Leadership Center)

“Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others” (J. Welch)

VLS Tools for Delegating & Expanding Leadership Opportunities

- Facilitating team meetings
- Leading committees
- Creating a parent newsletter
- Analyzing assessment data
- Completing health & safety checks
- Mentoring newly hired staff



Leadership skills	Exhibited by . . .	
	Few	Many
<p>The ability to . . .</p> <ul style="list-style-type: none"> ■ Listen attentively and respectfully ■ Ask thoughtful questions that expand other's understanding of an issue ■ Understand another person's point of view and unique perspective ■ Facilitate a meeting, providing a balance between getting business done and encouraging full participation ■ Write a concise, persuasive document that clearly communicates information to the intended audience ■ Make a presentation that clearly communicates necessary information on an issue or topic ■ Keep informed about new trends in the field ■ Synthesize important information from documents and reports ■ Make decisions based on relevant data and consider the consequences of those decisions for different stakeholders ■ Stay on task with a project, from initial conceptualization through implementation and evaluation of the outcomes ■ Provide feedback to others in a direct, respectful, and supportive manner ■ Receive feedback without becoming defensive ■ Complete high-priority tasks with the effective use of time ■ Organize space and materials to facilitate the efficient use of time ■ Show concern and empathy for others, with an appropriate level of emotion ■ Defuse conflict by resolving complaints and grievances in a professional manner ■ Intervene to stop gossip ■ Collect and analyze data to benchmark program improvement efforts ■ Ask challenging questions without putting the person on the defensive ■ Find common ground on thorny issues ■ Know when to advocate for personal preferences and when to defer to a group's wishes 		
<small>Adapted from P.J. Bloom, A. Hentschel, & J. Bella, <i>Inspiring Peak Performance: Competence, Commitment, and Collaboration</i> (Lake Forest, IL: New Horizons, 2013), 111. Reprinted with permission.</small>		

Procrastination

- The average person spends 55 days a year procrastinating (LinkedIn)
- 94% of people say that procrastination negatively impacts their happiness (ScaleUp)



Combatting Procrastination

Change your Environment

- Make it more difficult to procrastinate
- Make it easier to get started
- Make it easier to keep going

Change your Mindset

- Give yourself permission to make mistakes
- Develop self-compassion
- Develop self-efficacy
- Envision the result

Change your Approach

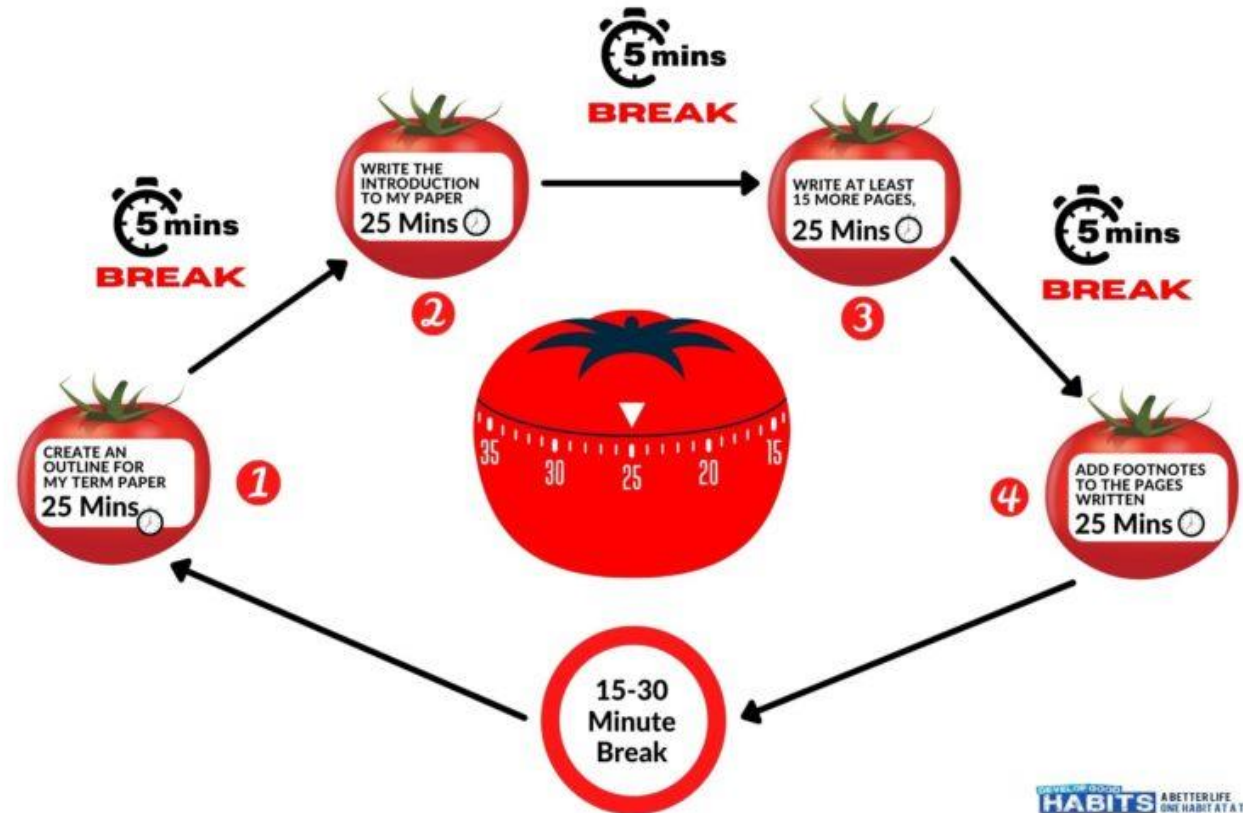
- Set goals and deadlines
- Start with small steps
- Start with the worst of best part first
- Schedule procrastination activities
- Use time blocking

Time Blocking


The Pomodoro Technique:

- (4) 25-minute work sessions
- (3) 5-minute breaks
- (1) 15-minute break

THE POMODORO TECHNIQUE




VLS Tools: Taking Time to Refuel

 Focused Topics - Social Emotional Learning for Teachers - Lesson 4 - Apply

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Enhancing Physical and Mental Relaxation

Name _____
 Certifier _____
 Date _____

 Guide


Review the steps of the exercise before beginning. Find a quiet and comfortable place to practice. After completing the relaxation activity, reflect on what imagery seems to help you relax the most.

- **Step 1:** Sitting or lying quietly, allow yourself to imagine a place that is relaxing to you. This can be any scenario that you associate with feelings of warmth and serenity. Allow the concerns of the day to fade away as you focus on placing yourself in your desired relaxing imagery.
- **Step 2:** Imagining yourself in your chosen scene, notice different elements of the scene. Some people hear sounds such as birds chirping or waves breaking on shore, or they feel the warmth of a fire. Allow yourself a few moments to adjust to the mental imagery.
- **Step 3:** Keeping your image in mind, begin your slow and controlled breathing, then continue for a few minutes, allowing 10-second pauses before starting a new breath.
- **Step 4:** Now add the self-statement "I am calm and confident" with every exhalation of breath.
- **Step 5:** Continue in your imagined place while breathing and using the self-statement for about 2 minutes.
- **Step 6:** Stop and experience the calmness in both your body and mind. You will notice that the image, controlled breathing, and the use of self-statements enhances your feelings of wellness and tranquility.

If you continue to practice this exercise, you can also employ it when you are under stress or before an encounter that you anticipate will be stressful. By simply taking a moment to call the relaxing imagery to mind and breathing deeply with your self-statement, you will be able to call forth a more relaxed state.

Here are some other resources on breathing and mindfulness practices: <https://wexnermedical.osu.edu/integrative-complementary-medicine/mindfulness-practices>.


More resources on guided imagery are here: <https://wexnermedical.osu.edu/integrative-complementary-medicine/guided-imagery>.

 Focused Topics - Social Emotional Learning for Teachers - Lesson 2 - Learn

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Emotion Regulation Strategies

Name _____
 Certifier _____
 Date _____

 Reflection

Use this list of healthy strategies to help deal with emotions. Think about each strategy and note whether you turn to it regularly or if you would like to use it more. At the bottom of this activity, you may also want to fill in a strategy that works for you or that you learned about and want to try.

Examples of Emotional Regulation Strategies	I use this strategy	I'd like to use this strategy more
Focusing on controlled breathing		
Talking with friends		
Thinking differently about a situation		
Writing in a journal		
Going for a walk		
Reading a book		
Exercising		
Getting adequate sleep		

Additional VLS Supports

If you are interested in learning more about ways the Virtual Lab School supports time management & organization in leadership, we encourage you review these VLS courses more deeply:

- FT, Leadership Essentials. Lesson 3
- FT, Leadership Essentials, Lesson 4
- FT, Leadership Essentials, Lesson 5
- FT, Social Emotional Learning for Teachers, Lesson 2
- FT, Social Emotional Learning for Teachers, Lesson 4

- MGT, Safe Environments, Lesson 3
- MGT, Safe Environments, Lesson 4
- MGT, Program Management, Lesson 3

References & Resources

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SHARE OUT:

What is one thing you will
take away from today's
session?

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Thank you again for joining us today!
Any questions?

Please complete the QUICK feedback survey-
What future training topics would be
helpful?

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