

EPISODE 123

Proactive Productivity with Points



INSTRUCTIONAL
LEADERSHIP SHOW



Essential Question



How can I get my most important work done proactively, instead of letting reactions to other people's needs consume all of my time?

Not on Facebook? Text Me



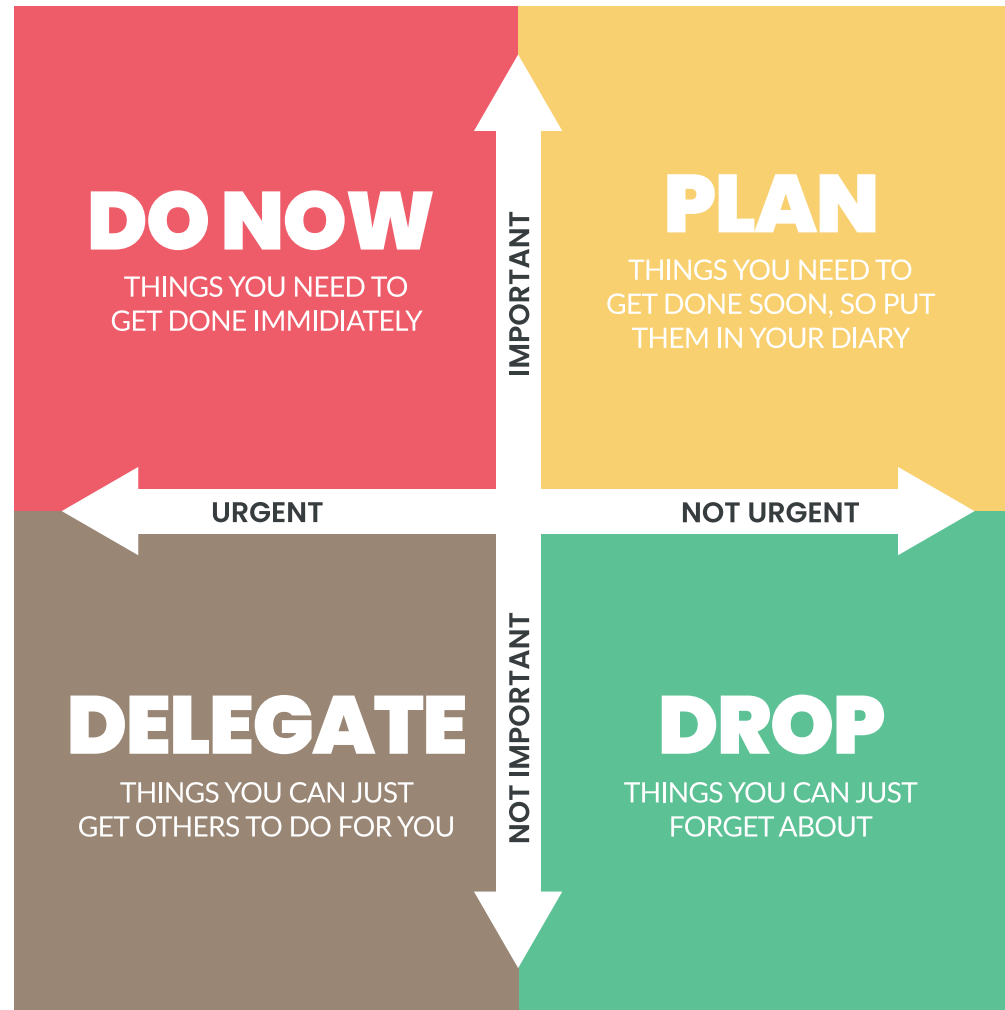
501-222-4415

The Problem



- Everyone needs you RIGHT NOW
- You have other “Quadrant 2” work that’s important, but not urgent
- There is never any “free time” to get this work done

Eisenhower Matrix



The Problem with "Blocking Off Time"



Scheduling work on your calendar doesn't prevent interruptions...in fact, it seems to attract them!



The Fortnight Sprint Plan

PrincipalCenter.com/fortnight-pdf

[illegible]

FORTNIGHT SPRINT PLAN

	6/27	6/28	6/29	6/30	7/1	7/2	7/3
TASK NAME	SAT	SUN	MON	TUE	WED	THU	FRI
Clean garage							
-Buy Shelving	1						
-Assemble		1					
-Organize		3					
-Bag trash	2						
-Trash out					1		
-Thrift store			1				
-Return mower	1						

FORTNIGHT

[illegible]

FORTNIGHT SPRINT PLAN

	6/27	6/28	6/29	6/30	7/1	7/2	7/3
TASK NAME	SAT	SUN	MON	TUE	WED	THU	FRI
Improv. Plan							
-Review data		2					
-Meet w/team			1				
-Add dept goals				5			
-Update plan					4		
-Review w/supt						6	
-Final edits							7
Staff Evals							
-Email staff		2					
-1:1 meetings			2	2	2	2	3
-Writeups							

FORTNIGHT

[illegible]

Why Low-Tech?



- Physical reminder
- Separate from phone notifications
- Less potential for distraction

Better Estimates & Planning



- Break large projects into smaller steps
- Identify date- and order-specific steps
- Schedule steps for specific days
- Estimate point size of each step
- Estimate total workload for each day

Daily Budget: 10 Points



Allocate more points to tasks that are more:

- Time-consuming
- Mentally demanding
- Unpleasant

Estimating Task Size



Size	Points
XXS	0
XS	1
S	3
M	5
L	8
XL	13
XXL	21

Estimating Task Size



Size	Points	Description
XXS	0	Little/no mental energy
XS	1	Smallest amount of mental energy
S	3	Small task
M	5	Medium task
L	8	Full-day's effort
XL	13	> 1 full day
XXL	21	> 2 full days

How To Use The Fortnight Sprint Planner



- Brainstorm tasks & projects, in any order
- Break larger projects down into steps
- Estimate points of work on each project for specific days
- Limit each day to 10 points of planned work

A Challenge

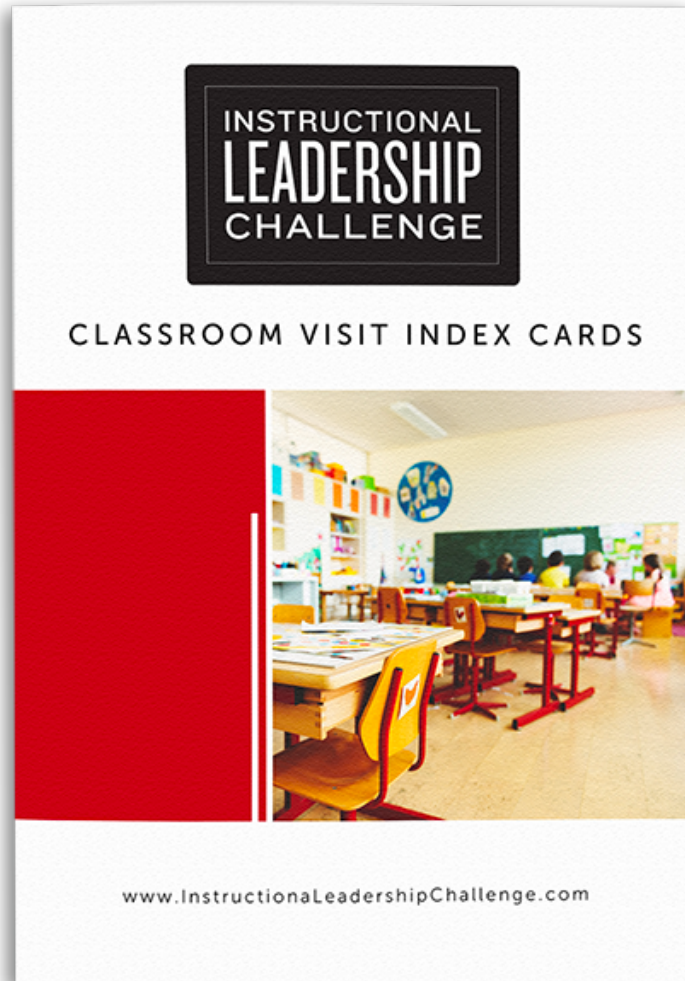


Are you willing to try using the planner for two weeks?

PrincipalCenter.com/fortnight-pdf

Get Into Classrooms

PrincipalCenter.com/notecards-pdf



INSTRUCTIONAL LEADERSHIP CHALLENGE

10 Questions for E

1. **Context:** I noticed that you []...could lesson or unit?
2. **Perception:** Here's what I saw student that time?
3. **Interpretation:** At one point in the lesson
4. **Decision:** Tell me about when you []
5. **Comparison:** I noticed that students expected to happen when you planned
6. **Antecedent:** I noticed that [] ...could an earlier lesson?
7. **Adjustment:** I saw that [] ...what did tomorrow?
8. **Intuition:** I noticed that [] ...how did
9. **Alignment:** I noticed that [] ...what li
10. **Impact:** What effect did you think it had

Mrs. Smith		105	12:15-12:39	4th	
Name		Room	Lunch		Prep
Period/Subject	Date	Date	Date	Date	Date
Chemistry	8/31				
AP Bio	9/14				
Chemistry					
Prep					
Phys Sci					
Biology	9/29				
Biology					

The Fortnight Sprint Plan

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An open notebook showing two pages of a "FORTNIGHT SPRINT PLAN". Each page has a header with the title "FORTNIGHT SPRINT PLAN". The left page has a table with columns for "DATE", "TASK NAME", "SAT", "SUN", "MON", "TUE", "WED", "THU", and "FRI". The right page has a table with columns for "SAT", "SUN", "MON", "TUE", "WED", "THU", "FRI", and "NOTES". Both pages have a grid of rows for planning tasks over a two-week period. At the bottom of each page, there is a small copyright notice: "© 2023 The Principal Center. All Rights Reserved."