

EPISODE 271

Leveraging Interruptions As A Positive Force For Your Leadership



INSTRUCTIONAL
LEADERSHIP SHOW



Essential Question



How can interruptions help me get into classrooms, and how can I manage the interruptions that keep me from getting into classrooms?

Interruptions Are Inevitable



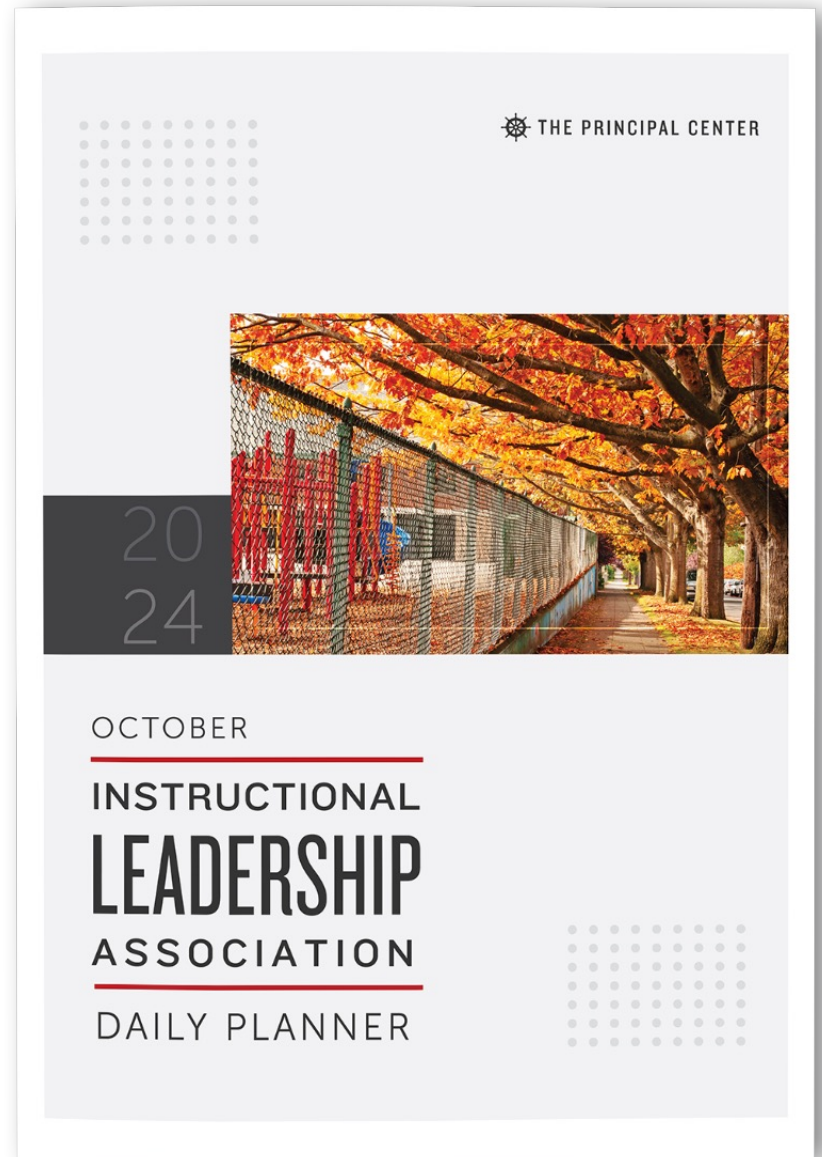
Any instructional leadership plan that requires an interruption-free day is doomed to failure.

“Blocking Off Time”



- Planning how you will use your time is essential
- Uninterrupted time is necessary for some tasks
- Walkthroughs are short and flexible

Planners






Opinion

GRAY MATTER

Brain, Interrupted

By Bob Sullivan and Hugh Thompson

May 3, 2013

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As economics students know, switching involves costs. But how much? When a consumer switches banks, or a company switches suppliers, it's relatively easy to count the added expense of the hassle of change. When your brain is switching tasks, the cost is harder to quantify.

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There have been a few efforts to do so: Gloria Mark of the University of California, Irvine, [found](#) that a typical office worker gets only 11 minutes between each interruption, while it takes an average of 25 minutes to return to the original task after an interruption. But there has been scant research on the quality of work done during these periods of rapid toggling.

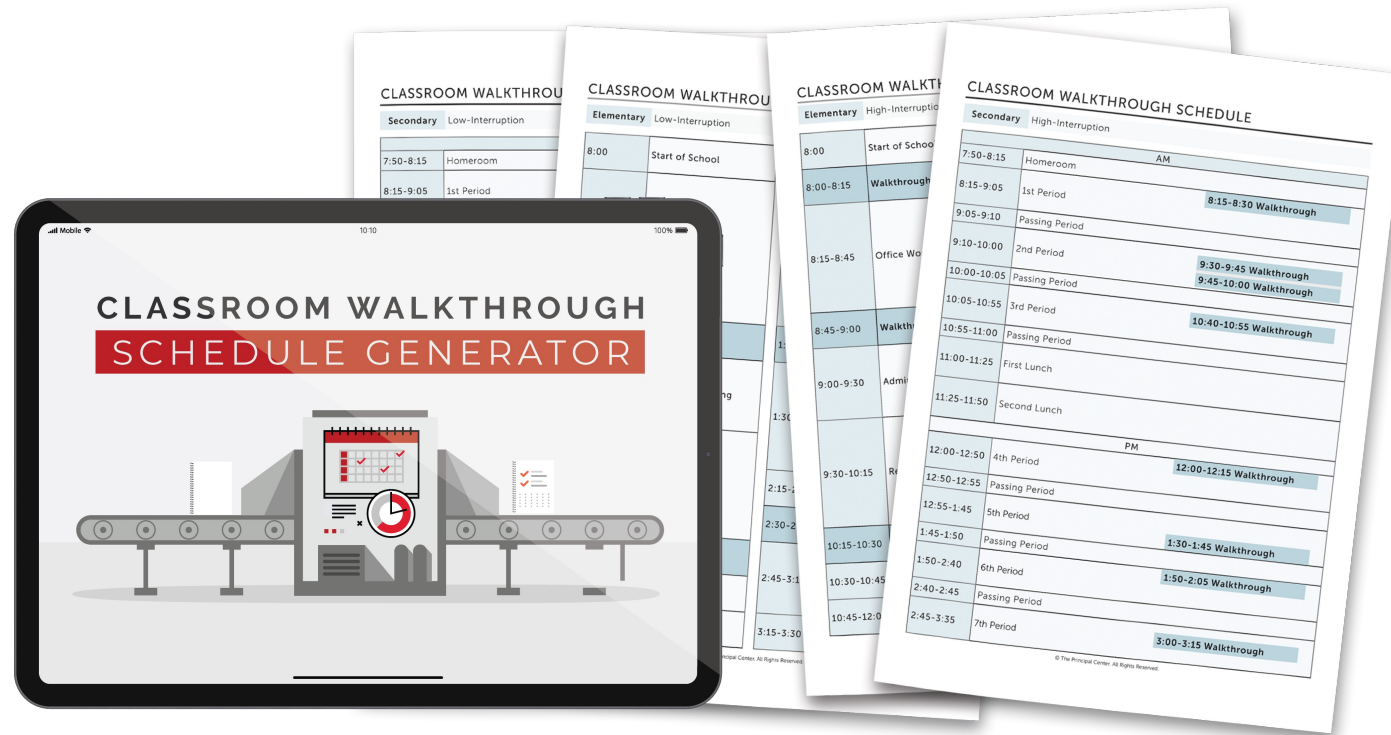


After An Interruption

- Get up
- Grab your notecards
- Get into a classroom
- Get back on task



Schedule Generator



Dashboard.PrincipalCenter.com/schedule

Schedule Generator



Sample Classroom Walkthrough Schedules

[Download Sample Schedules PDF »](#)

A screenshot of the Classroom Walkthrough Schedule Generator Spreadsheet. The spreadsheet has columns for Date, Start Time, End Time, Teacher Name, Room #, and links to add to Google Calendar, Outlook, and Office 365. The data is organized into rows for each teacher's schedule. The spreadsheet is titled "CLASSROOM WALKTHROUGH SCHEDULE GENERATOR" and includes a small icon of a classroom.

Date	Start Time	End Time	Teacher Name	Room #	+Google	+Outlook	+Office365
08/15	08:15	08:30	Smith	123	+Google	+Outlook	+Office365
08/15	08:30	08:45	Jones	202	+Google	+Outlook	+Office365
08/15	08:45	09:00	Murphy	125	+Google	+Outlook	+Office365
08/15	09:00	09:15	Chang	207	+Google	+Outlook	+Office365
08/15	09:15	09:30	Rodriguez	Gym	+Google	+Outlook	+Office365
08/15	09:30	09:45	Schweizer	109	+Google	+Outlook	+Office365
08/15	09:45	10:00	Gonzalez	101	+Google	+Outlook	+Office365
08/15	10:00	10:15	Jackson	108	+Google	+Outlook	+Office365
08/15	10:15	10:30			+Google	+Outlook	+Office365
08/15	10:30	10:45			+Google	+Outlook	+Office365
08/15	10:45	11:00			+Google	+Outlook	+Office365

Classroom Walkthrough Schedule Generator Spreadsheet

[Download Generator Excel Spreadsheet »](#)


[Make A Copy: Generator Google Sheets Spreadsheet »](#)

Dashboard.PrincipalCenter.com/schedule



The Spreadsheet



CLASSROOM WALKTHROUGH SCHEDULE GENERATOR																						
																						
										Slot	Start Time Hour	Start Time Minute	End Time Hour	End Time Min	Teacher Name	Room #	Add to Google Calendar	Add to Outlook Calendar	Add to Office365 Calendar			
										#1	08	:	15	–	08	:	30	Smith	123	+Google	+Outlook	+Office365
										#2	09	:	30	–	09	:	45	Jones	202	+Google	+Outlook	+Office365
										#3	09	:	45	–	09	:	00	Murphy	125	+Google	+Outlook	+Office365
										#4	10	:	40	–	10	:	55	Chang	207	+Google	+Outlook	+Office365
										#5	12	:	00	–	12	:	15	Rodriguez	Gym	+Google	+Outlook	+Office365
										#6	13	:	30	–	13	:	45	Schweizer	109	+Google	+Outlook	+Office365
										#7	13	:	50	–	14	:	05	Gonzalez	101	+Google	+Outlook	+Office365
										#8	15	:	00	–	15	:	15	Jackson	108	+Google	+Outlook	+Office365
										#9		:		–		:				+Google	+Outlook	+Office365
										#10		:		–		:				+Google	+Outlook	+Office365

Date

Today

Custom

Year

2024

2024

Month

09

10

Day

24

31

1. Set Date

2. Customize Times

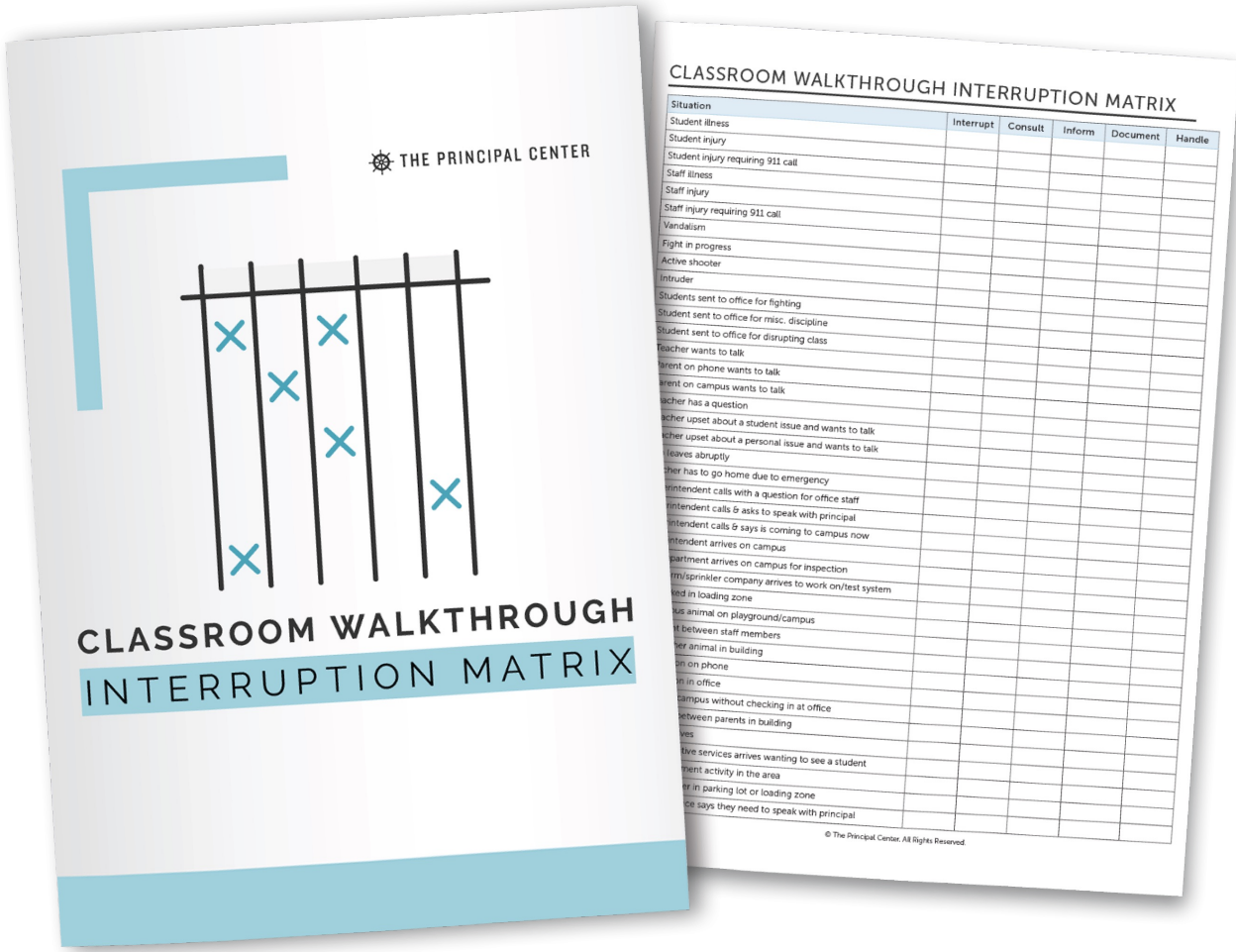
3. Add Teachers & Rooms

4. Add to Calendar

1. Set Date
2. Customize Times
3. Add Teachers & Rooms
4. Add to Calendar



Interruption Matrix



Discuss With Office Staff



CLASSROOM WALKTHROUGH INTERRUPTION MATRIX

Situation	Interrupt	Consult	Inform	Document	Handle
Student illness					
Student injury					
Student injury requiring 911 call					
Staff illness					
Staff injury					
Staff injury requiring 911 call					
Vandalism					
Fight in progress					
Active shooter					
Intruder					
Students sent to office for fighting					

Interruption Matrix



- a) Interrupt
- b) Consult
- c) Inform
- d) Document
- e) Handle

- Fight?
- Staff workplace injury?
- Minor student injury?
- Misc. discipline referral?
- Superintendent visit?

Self-Interruption



- When you're getting distracted, get into classrooms
- When you're feeling antsy, get into classrooms
- When you've sent the email, get into classrooms
- When you're scrolling your inbox, get into classrooms

The Toolbox



Dashboard.PrincipalCenter.com/toolbox

