

EPISODE 329

Keeping Up With Your Email While Doing Classroom Walkthroughs



INSTRUCTIONAL
LEADERSHIP SHOW



Essential Question



How can I get into classrooms *and*
stay on top of my email inbox
at the same time?

The Reality



- You will never keep your inbox empty for long
- You can't wait for an empty inbox to get into classrooms
- Email overlaps with face-to-face interactions

Checking While Walking



- Read everything
- Unsubscribe from junk mail
- Archive anything non-actionable
- Mark as unread if actionable
- Talk to people in person

Handling Email In-Person



- Great for difficult topics
- Usually faster and more appreciated
- Reply by email to document response

3-2-1-0



- Process email three times a day:
 - Before school
 - Mid-day
 - After school
- Set a timer for 21 minutes
- Process all messages—get to 0

When In Classrooms



- Be present—stay off your phone
- Don't check or answer email
- If on a device, be clearly taking notes
- Consider no-tech observations

