

EPISODE 109

# Planning Your Week's Work



INSTRUCTIONAL  
LEADERSHIP SHOW



# Essential Question



How can I get more done each week by using the Instructional Leadership Association Monthly Planner & Fortnight Sprint Plan Template?

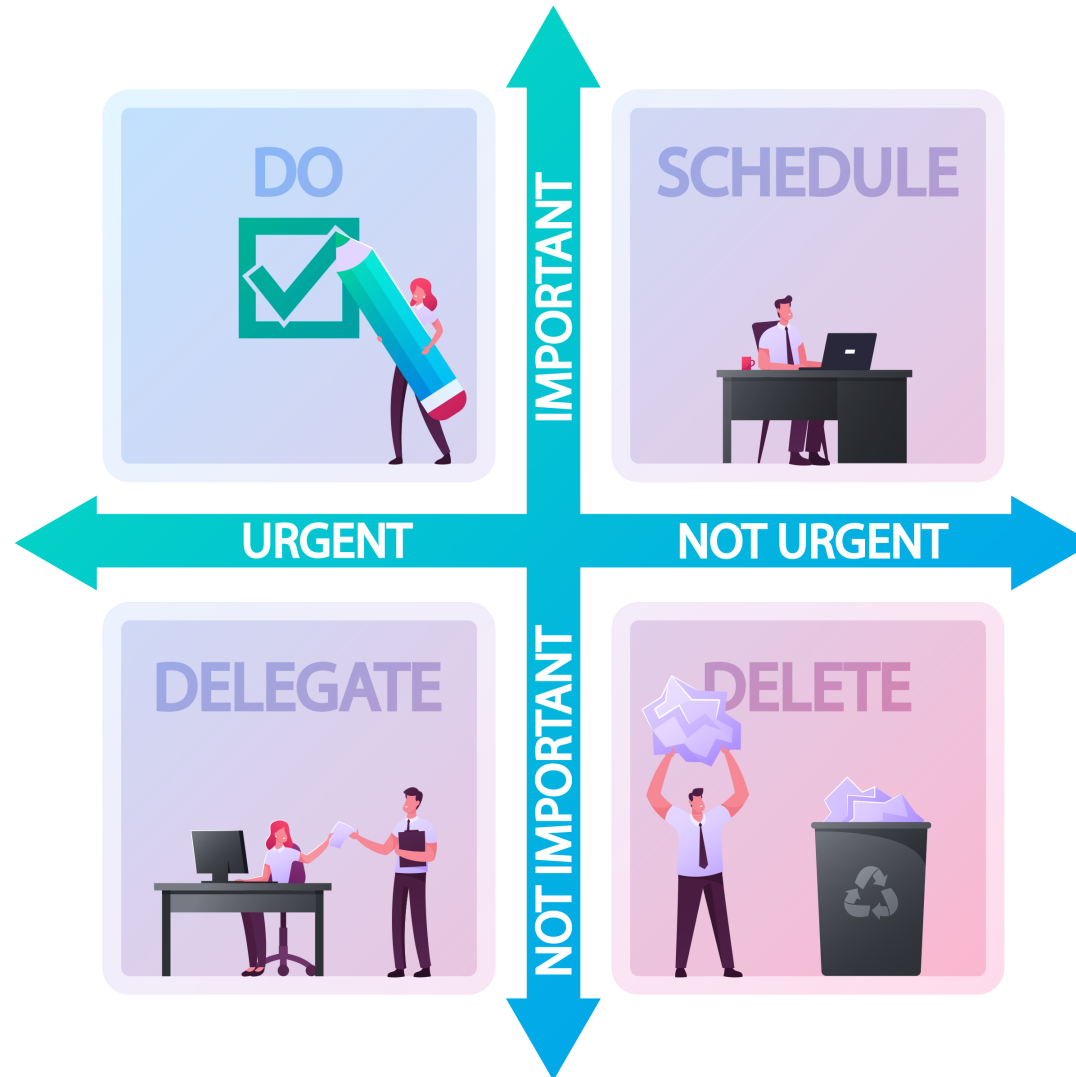
# Why Planning Matters



Each week, you'll spend time on:

- Work you know about in advance
- Other issues that arise

# The Eisenhower Matrix





# Whose Priorities?



Without a solid plan, you'll spend most of your time on other people's priorities.

Servant leadership is not *reactive* leadership.

# Plan Proactively



Planning won't prevent interruptions, but it will vastly increase your chances of getting your most important work done.

# The Right Unit of Time



- Most people plan *daily*, but it also helps to...
- Plan *weekly*, with a...
- 2-week rolling forecast of your work

# Fortnight Sprint Plan

The image shows an open notebook with two pages of a 'FORTNIGHT SPRINT PLAN'. Each page has a header with the title 'FORTNIGHT SPRINT PLAN' and a table with columns for days of the week (SAT, SUN, MON, TUE, WED, THU, FRI) and a 'TASK NAME' or 'NOTES' column. The pages are blank, ready for use.



[PrincipalCenter.com/fortnight-pdf](https://PrincipalCenter.com/fortnight-pdf)



# Fortnight Sprint Plan



- Print single-sided—use as a 2-page spread
- Redo each week (rolling 2-week view)
- Brainstorm in any order
- Estimate “points” of work

[PrincipalCenter.com/fortnight-pdf](http://PrincipalCenter.com/fortnight-pdf)



# “Points” of Work: Quantifying Mental Energy



- Arbitrary scale—10 points per day
- Allocate points to work, decision-making, personal stressors, and anything else that consumes mental energy
- Include both personal & work items
- Better estimates allow better planning

# 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
Staff Evals							
-Re-read docs	1						
-Email staff		2					
-1:1 meetings			2	2	2	2	3
-Writeups							
Checkout				6			
Budget Reconc.							
-Get reports—dept heads			1				
-Talk w/Cathy				3			
-Email to Acctg.					1		

## FORTNIGHT

[illegible]

# Planning Your Day



- Review electronic calendar & write out schedule
- Review Fortnight Sprint Plan
- Write out Daily Scorecard—to-do list with points
- Mark off tasks as you complete them
- Revise as you go
- Update Fortnight Sprint Plan

# Learn About Yourself



- What work is harder/more unpleasant?
- How much can I get done in a day?
- When are my best times to do each type of work?



# Other Planner Features

- Daily gratitude
- “Leave at” time
- Daily Notes
- Key Conversations



# Practical Tips



- Print the planner—in hardcopy
- Spiral-bind if you have a binding machine,  
OR
- Put in a nice binder or folder (loose-leaf)
- Use bookmarks for weekly & daily pages

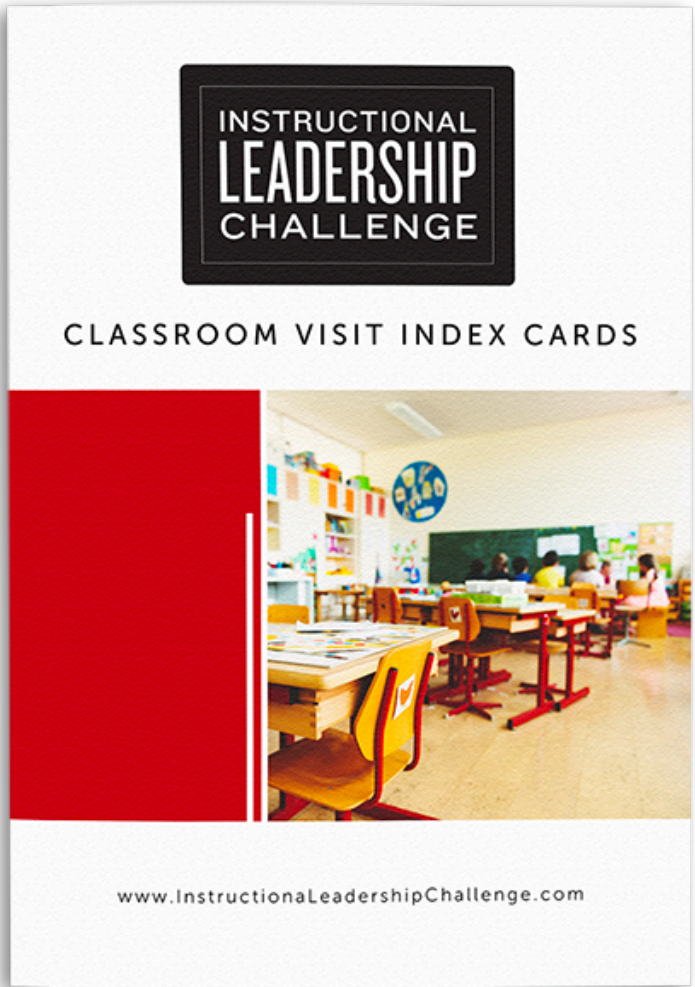
# Monthly Planners



# Download the Notecard Template



[PrincipalCenter.com/notecards](http://PrincipalCenter.com/notecards)



Name		Room	Lunch		Prep
Period/Subject	Date	Date	Date	Date	Date

# Further Resources





# Further Resources



- Chapter 7: Keeping Your Communication Channels Under Control
- Chapter 8: Managing the Work You're Not Doing Yet
- Chapter 10: Maximizing Your Mental Energy With Habits

# Not A Member?



 THE PRINCIPAL CENTER

# YEAR-END

# CLEARANCE SALE

[PrincipalCenter.com/clearance](https://PrincipalCenter.com/clearance)

