



## Time Analysis Form

**It is not about getting more time! It is analyzing HOW you USE the time you already have!**

**Think of your month and put codes with times next to them to think about how you spend your time in a month. Then reflect on this and think about making your time more efficient instead of wishing for more of it.**

**For example, low level activities like decorating your classroom or cleaning toys can be done by ANYONE! So perhaps passing on tasks like cleaning toys to janitor might free up time or passing on decorations to parent/high school volunteers makes most sense so teachers can focus on high level tasks like lesson planning. Or if a lot of time is spent on incident reports, when do those incidents most occur in a month?**

**Is there a pattern? Does staff need more training? Or if they are receiving many hours of professional development and it isn't making a change in the classroom –maybe it is time to assess the quality of those services. Or are teachers using the most efficient way to document child learning? For example, do they get observations from outside specialist if a child has a disability? Do they get observations from conversations they have with families? Is one staff member doing most of the work or is it evenly distributed among the entire team? This worksheet is used to analyze time and efficiency.**

Family Engagement	FE	Mental Health Meetings	MHM	Inputting Documentation	ID	
Lesson Planning	LP	Payroll	PR	Check Points/portfolios	CP	
Classroom Decorations	CD	Coverage	C	Writing Incident reports	WIR	
Cleaning Toys	CT	Professional Development	PD	Other:		
Staff Meetings	SM	Documentation	D			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



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What do you spend most of your time on?

What do you *want* to spend most of your time on?



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What changes can you make?

Who can help? Are you connecting with community resources such as the Retired Teachers Association, or local high school or colleges which can provide volunteer hours?

Are you using all parts of your staff well? Are responsibilities evenly distributed or all fall on one key person?

Are you replicating meetings? Can meetings be combined? For example, does part of the mental health meeting need to be a part of the staff meeting each month?