

TOOL 7.2

Analysis of current time usage with time use log

1. How much time in minutes do staff members have for planning?
2. How much time in minutes are staff members expected to attend staff meetings per week/month?
3. How many professional development days are planned into the current school year? When do those days occur? Add the number of minutes available in professional development days. Remember to subtract lunchtime.
4. For one week, log how planning time is used using the Time Use Log on the next page.
5. As a team, graph how all members of the team or schoolwide used time collectively by adding the total amount of time used in each category across all members' logs.
6. Identify how much of the available time was spent in school-based team learning.
7. Complete the Time Use Log on the next page. Identify how much of the total available time was invested in work related to the areas in the first column.
8. Use the graph and personal perceptions to consider the impact of various ways time is used by considering these questions:
 - a. What is the difference between the amounts of time spent in individual work versus time spent in collaborative work?
 - b. What kind of time usage is the most satisfying to you?
 - c. What kind of time usage is the least satisfying to you?
 - d. What type of time usage has the greatest impact on achievement of your students?
 - e. What kind of time usage has the greatest impact on your practice as a teacher?
9. Identify the norms/agreements/expectations about time in the school.
10. Consider how to increase the kind of time usage that is most satisfying to you and that has the greatest impact on achievement of your students.

Tool 7.2

Time use log

Use the log to identify how non-instructional time is spent on various tasks and indicate if that time is spent alone or in collaboration with one or more colleagues.

A = alone C = collaboration with one or more colleagues

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY						
AREAS	# min.	A/C	# min.	A/C	# min.	A/C	# min.	A/C	# min.	A/C	Total min.
Management/ clerical (attendance, non-academic reports, business transaction, copying, getting supplies, etc.)											
Assessment (analyzing student work, grading student work, designing assessments, etc.)											
School-focused work (committee work, etc.)											
District-focused work (committee work, etc.)											
Non-school related (personal phone calls, errands, etc.)											
Other											
Other											
Other											
Total daily time											
Total alone											
Total collaborative											

TOOL 7.6

Collaborative professional learning in school and beyond: A tool kit for New Jersey educators

Comparison of strategies for making time for collaborative professional learning

As you read the newsletters and study the schedules provided, determine the strategy each school used for making time, how much time they created, and whether this approach meets your criteria. Write in your criteria at the top and place a check if the strategy meets the criteria established.

My criterion #1	My criterion #2	My criterion #3	My criterion #4	My criterion #5	My criterion #6
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

District	Strategy	How much time?	Check if #1 is met	Check if #2 is met	Check if #3 is met	Check if #4 is met	Check if #5 is met	Check if #6 is met

TOOL 7.7

Forming a recommendation

- From the ideas generated, decide on two or three that would work for this school and its community.
- Develop a proposal that includes consideration of how each recommendation would impact various aspects of the school community.
- Identify how you plan to use the extra time.
- Identify the goals you want to accomplish with the additional time and relate those goals to student learning.

RECOMMENDATION'S EFFECT ON:

Recommendation	Other schools	Budget	Transportation	Parents	Before- and after-school care programs	Other
1						
2						
3						

TOOL 7.7

Forming a recommendation

This is how my school will use the extra time:

Goals to accomplish with the extra time	Relationship of goal to student learning
1	
2	
3	
4	