

Daily Time Log

Category	Day One	Day Two	Day Three
Daily Focus	Spending most of my time in classrooms and with collaborative teams	Increasing time in classrooms and with collaborative teams	Increasing time in classrooms and with collaborative teams
Classroom observations			
Student discipline			
Duties (hall, lunchroom, bus yard supervision, and so on)			
District meetings			
Emails and office work			
Collaborative team meetings			
Community engagement			
Human resources			
Other			

Source: Spiller, J., & Power, K. (2019). Leading with intention: Eight areas for reflection and planning in your PLC at Work. Bloomington, IN: Solution Tree Press.