**Work Flow and Time Management**

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* Use a calendar to track meetings, schedule ahead for upcoming large projects, block out time to get things done
* Prioritize tasks/Map out your day with a task list
* Ways to plan ahead:
  + Scheduling your day
  + Meeting requests are on the calendar
  + Work on 1 thing for an hour (if you can)
* Be clear with your commitments and set up expectations for how long you can help (ie: Lunch duty in the school or other “extra” activities in the school
* Learn that it’s ok to say “no” or “I can’t right now”
* Brainstorm Tasks and Resources that can help you
  + Resource examples are: Parks and Rec Inclusion, Servicepoint County Help, Working together with coworkers on big reports (moral support!)
  + What needs/questions others may have
* Tricks to use your time wisely
  + “Hide out” in your office with your overhead lights off (people think you’re not in)
  + Work off site
  + EAT!
  + Save more time consuming tasks for quiet times (No school days, off-hours in the school when kids are gone)

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| **SUN Tasks** | **Resources to help** |
| Servicepoint | * Sign up for servicepoint assistance for 8 hours of help! |
| Registration/Lottery – Best practices? | * Many suggestions including: ¼ returning students, ½ referred students through teacher, counselor, principal, your own knowledge for a variety of needs and ¼ students “new” to the program. * Educate families on attendance policy so you can move through your wait list at a fair rate |
| Work flow during program hours | * If you have students with high needs, use the county funded inclusion program offering to backstop students who need additional support for success in program |
| Getting “everything” done | * Delegate to staff and agency supports if your budget allows |
| Taking your work home | * Decide that when you go home, you are going to leave everything at work. It will still be there. Take care of yourself. |