



The Principal's To-Do List

 **TIP:** Don't get distracted. Keep your bigger mission in mind.



Immediate tasks:

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Later list:

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To delegate:

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Home life:

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The Principal's To-Do List

 **TIP:** Be more intentional, less reactive.



Immediate tasks:

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Later list:

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To delegate:

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Home life:

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The Principal's To-Do List

 **TIP:** Commit to spending at least two days a week out of your office and in classrooms.



Immediate tasks:

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Later list:

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To delegate:

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Home life:

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The Principal's To-Do List

 **TIP:** Set aside 3 times a day to read and respond to email. Stick to that schedule.



Immediate tasks:

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Later list:

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To delegate:

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Home life:

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The Principal's To-Do List



TIP: If you have a problem employee, don't ignore their behavior in hopes it, or the employee, will go away.



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Later list:

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To delegate:

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Home life:

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The Principal's To-Do List

 **TIP:** Look for a support network of other educators to provide outside perspectives and advice.



Immediate tasks:

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Later list:

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To delegate:

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Home life:

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The Principal's To-Do List

 **TIP: Delegate authority to the experts in your building.**



Immediate tasks:

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Later list:

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To delegate:

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Home life:

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The Principal's To-Do List

 **TIP:** Recognize teachers for their accomplishments (it could be the key to keeping them around).



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Later list:

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To delegate:

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Home life:

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The Principal's To-Do List

 **TIP:** Take time to breathe.



Immediate tasks:

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Later list:

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To delegate:

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Home life:

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