

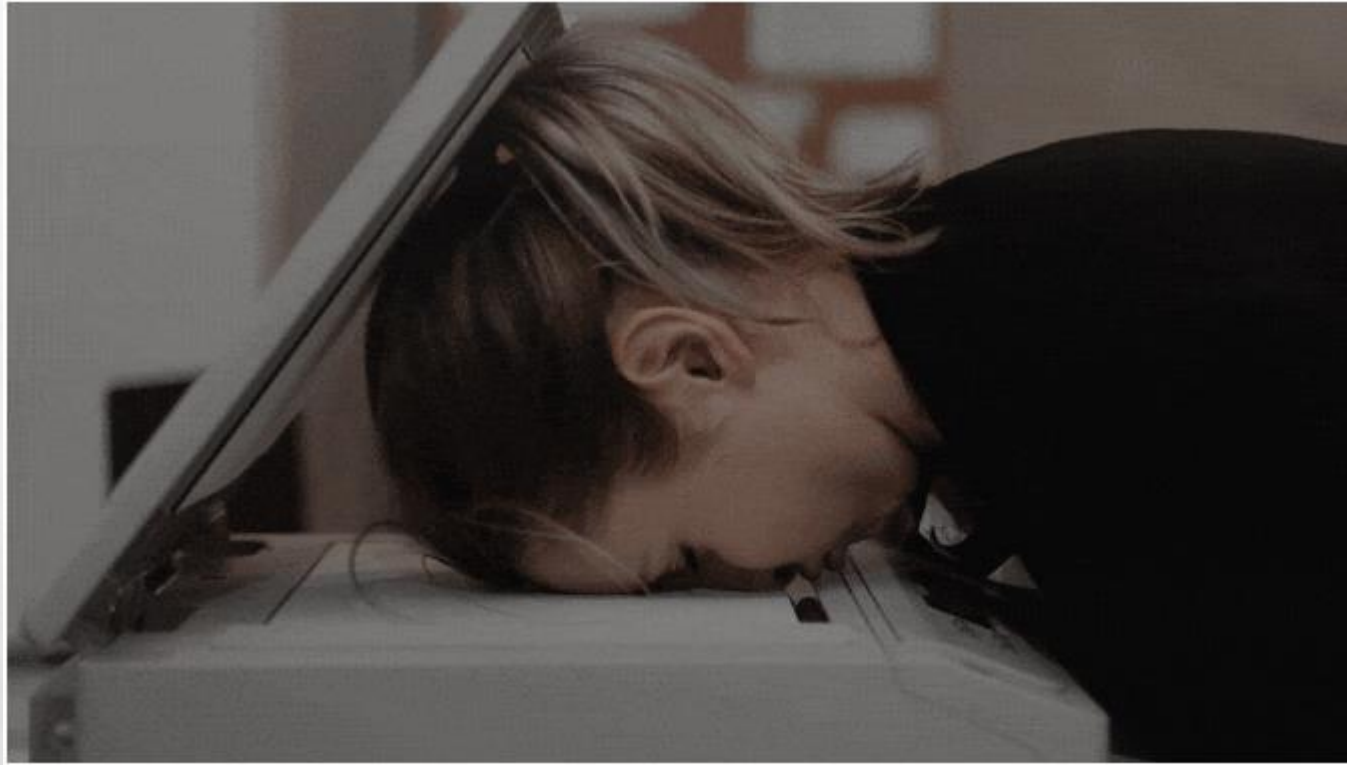
TIME MANAGEMENT

YEAH RIGHT!










WHAT THE EXPERTS SAY

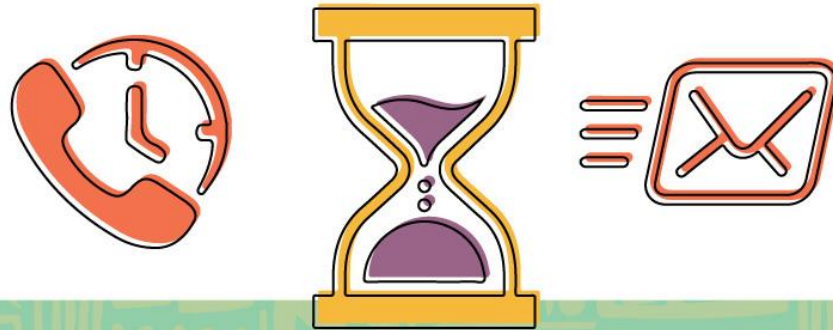
- **CAPTURE**
- **CONFIGURE**
- **CONTROL**

CAPTURE & CONFIGURE

School Secretary/Bookkeeper Checklist					
			Annually		
Daily	Weekly	Monthly	School Year	Fiscal Year	Calendar Year
Attendance	AP Check Run	Finalize Payroll		New Receipt Pages	W2s
Field Trip Forms	Review Principal's Report	Bank Recons	Invoice students	Blanket POs	1099s
PD Forms	Time Clock/Leave Reports	Outstanding POs	Add new copier codes	School Budget	Truth in Salary
Receipts	Fundraisers	Contract Timesheets	Procedures Training	State Instr. Budgets	1095c
Deposits	Debit Card Recons	Copier Reset			
Emails					
Invoices					
Purchase Orders					
Ticket Recon					
AND ALL OTHER DUTIES THROWN AT YOU					

CONTROL

TIPS FOR SETTING **BOUNDARIES AT WORK**





- **DEVELOP LIST OF TIMES YOU NEED TO ENFORCE BOUNDARIES**
 - **I WILL NOT BE AVAILABLE TO ANSWER THE DOOR & PHONE DAILY DURING THIS TIME**
 - **I WILL NOT BE AVAILABLE TO ANSWER EMAILS UNTIL AFTER 12:00 DAILY**
 - **I WILL BE OUT OF THE OFFICE DAILY DURING THIS TIME FOR BANK DEPOSIT**
- **DISCUSS WITH YOUR PRINCIPAL/SUPERVISOR**
 - **STAY OPEN MINDED AND FLEXIBLE TO OPTIONS THAT WORK FOR EVERYONE**
- **COMMUNICATE BOUNDARIES TO FACULTY/STAFF**
 - **EMAIL TIMES YOU ARE UNAVAILABLE, PLACE SIGN ON DOOR**
 - **MANAGE EXPECTATION AND REMIND AS NEEDED**



Meet Deadlines



Prevent Burnout



Maintain Sanity



Make it to Retirement