

# What ARE Our Scheduling Priorities?

*As we work together to develop our master schedule, it's important that we reflect carefully on the projects and programs that we want to carve out time for. The simple truth is that there just isn't enough time for us to successfully maintain multiple priorities (Reeves, 2011). As a member of our scheduling team, please use this handout to think through your own positions on the priorities that should be reflected in our new schedule.*

## **Our Scheduling Non-Negotiables**

*The following priorities are non-negotiable. They must be reflected in our school's new schedule.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **Additional Priorities We Should Consider**

*The following priorities are ideas that we should consider because they are either (1) currently important to our school community or (2). Currently important to members of our scheduling committee.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## **Questions for Reflection:**

*How do you feel about our current list of non-negotiables? Do you think they deserve a permanent place in our school's master schedule? More importantly, how are they likely to positively or negatively impact the work that you and your colleagues do on a daily basis? Can you offer any tangible implementation suggestions that will either strengthen the positives or temper the negatives of our non-negotiables?*

*If the colleagues that you represent were to sit down and develop their own list of non-negotiables for our new schedule, what would they include? What would a completely unacceptable schedule look like to the colleagues that you represent? Why?*

*How do you feel about the list of additional priorities that we are currently considering? If you were to order them from the most important to the least important, what would your list look like? Why? Which priorities carry the greatest benefits for the teachers that you represent? Which priorities carry the greatest benefit for the students of our school and community?*

*If you were in charge, which priority would you cut completely out of our scheduling conversations? Why? Can you see any value in that priority? How would teachers or faculty members in other departments view the elimination of this priority? Is there a middle ground that you could embrace if others feel strongly about finding time for this priority in our new schedule?*