



Office Hours

The first step to taking back control is setting up your office hours and sticking to them. There are a few rules that I have for setting up your hours.

1. Schedule 1 day a week to work late and plan to only work late on this day.
2. You must schedule 1 day a week to do nothing that relates to teaching.

Simple. Two Rules. You can do that!

Look at your current schedule. When are you required to work late? What day works best for your family for you to work late? Instead of working late, can you work early?

Go back to your **Growth Mindset for Teachers**. What were your values? What day of the week is best for you to do nothing related to teaching. For me, it is Sunday. My values say God, Family, Friends (among other things). This set my day off.

This actually became a family rule. This is strictly church and family. No friends, games, work, etc... you are home. This is our day to do things together. Get out that **bucket list** and start checking things off the list.

My Office Hours Example

My Contract Hours Are: 7:15a – 3:45p

Monday	630a – 4p
Tuesday	630a – 4p
Wednesday	630a – 530p
Thursday	630a – 4p
Friday	630a – 4p
Saturday	7a – 8a
Sunday	Off



Office Hours

I decided that my time is **VALUABLE!** That I have **permission** to live my life and be a teacher. I get to **decide** how many hours I want to work and how many projects I will tackle. I am a **professional** not a babysitter.

The previous page is an example of my office hours. I work 45 hours a week. I will work 50 hours during parent-teacher conferences and the first week of school. That is the only time I work more than 45 hours.

It is set in stone. It is posted in my classroom. It is sent home with parents. I have given a copy to special education teachers and administration for scheduling meetings. I am not available outside of these hours. I do not have to explain why.

I am almost always the first one in the building in the morning. This means I have the copier and everything to myself. No one interrupts me. I grab my daily list (we will talk about this later) and I get to work! I am also usually the first one to leave at the end of the day.

Wednesday's my students go home at 1:30 but I stay for meetings and stay even later to tackle projects and other things that need to be done.



Office Hours

This is the first thing you have to do. You not only have to set your hours but you must strictly enforce them. Do not let yourself be talked into staying later. Do not say yes to that committee that will take you off of your scheduled hours. This is the most important thing you can do for yourself.

We are going to spend a lot of time talking about maximizing and organizing your time within these hours. There are so many ways to save yourself time! Set your hours today. Post them. Do not wait!

Holidays/Events: There are things that change my hours throughout the year. Carnivals, Parent Nights, Holidays, Concerts, etc.... I send an update of my hours for the week to everyone and post them on the door. Just like any business does! I try to post these at least 2 weeks in advance.

Breaks: I create a schedule for breaks as well and decrease my hours dramatically for these times.

Saturday: I only work 1 hour on the weekend. I do make exceptions to go shopping for things as I typically do this when I am shopping for my family.

Now... it's your turn. Use the templates to set your hours.



Office Hours Worksheet

My Contract Hours Are: _____

Required Meetings Occur on: _____

Family/Personal Commitments are on: _____

Things I would like to do are on: _____



My Office Hours

My Contract Hours Are: _____

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	



My Office Hours

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday