

**Ursuline College**  
**Educational Administration**



**Field Experience I Project Summary**

**Student Name: Douglas P. Murray**

**Field Experience Site: Notre Dame-Cathedral Latin**

**Field Experience Cooperating Principal: Joseph Waler**

Descriptive Title of the Experience (Identify which of the Eight Areas):

**School Law**

Sub Area(s)/Specific Objectives

**Scheduling Priorities: Two week project of time management**

3. Level of Experience (Circle appropriate area): **1** **2** **3** **4** **Combination**

4. Dates of project: **9/25- 10/8**

5. Total number of hours for project: **5 hours**

6. Person worked with during this project: Doug Murray

7. Summary of Experience

Over a two week period of time, I began to create an inventory of how I manage my time. The results of this log sheet will express what I forecasted my priorities to be, and the facts of how I actually used my time.

I began this project on Saturday, September 25<sup>th</sup>, and continued through Friday, October 8<sup>th</sup>. I first began to generate a list of my top priorities stemming from Mr.Kane's lesson and reorganizing them to best fit my personal needs and values for each day.

The following list concludes my priorities prior to this project.

Priorities: Tasks

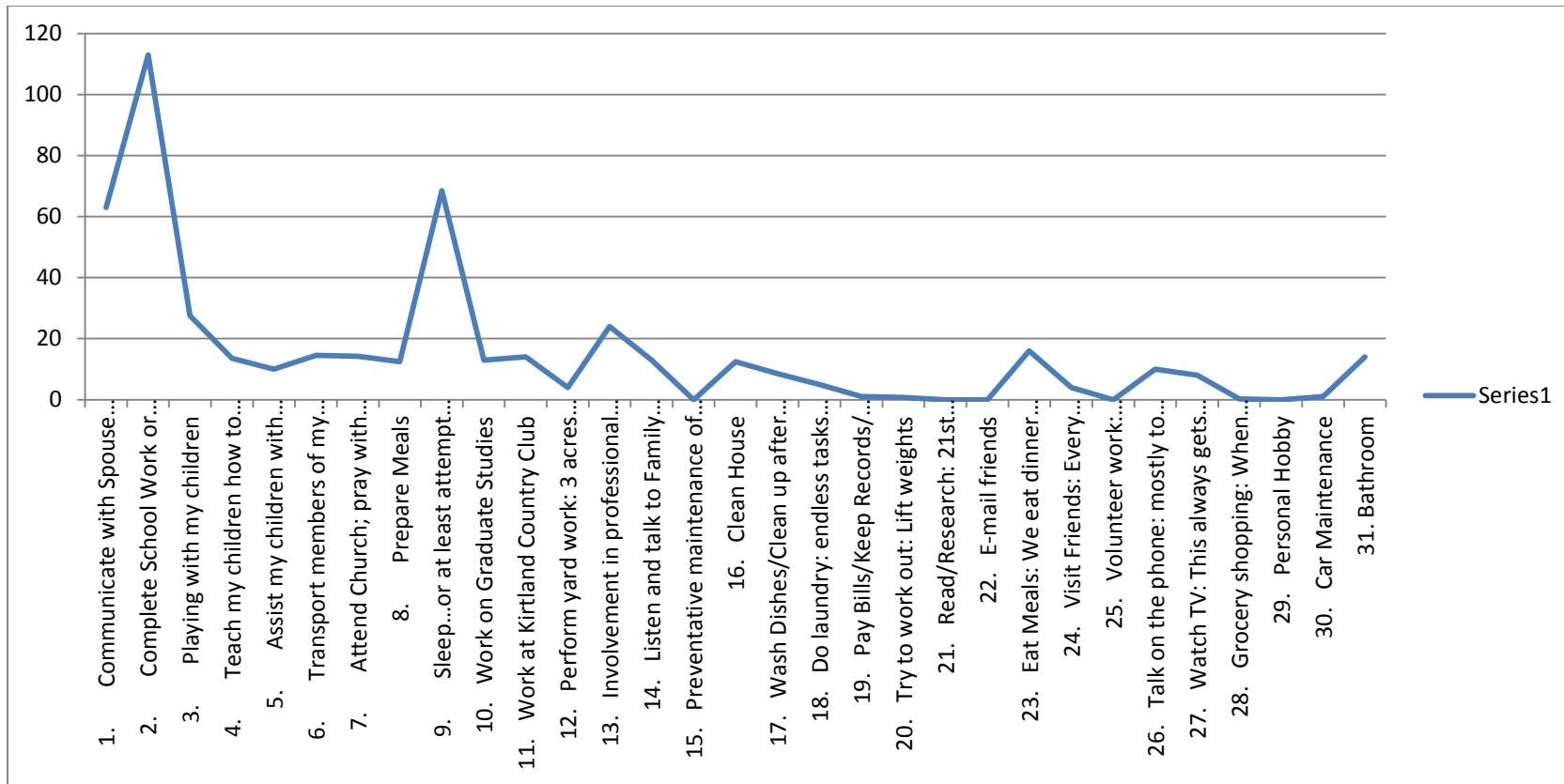
1. Communicate with Spouse and Children
2. Complete School Work or Related Tasks
3. Playing with my children
4. Teach my children how to do something
5. Assist my children with their studies/reading/coloring
6. Transport members of my family: School/Dance Class/Library
7. Attend Church; pray with family-along with personal prayer.
8. Prepare Meals
9. Sleep...or at least attempt to get rest.
10. Work on Graduate Studies
11. Work at Kirtland Country Club
12. Perform yard work: 3 acres of mowing/manicuring.
13. Involvement in professional activities: Steering Committee, Executive Student Council
14. Listen and talk to Family members: Parents/Siblings/Relatives
15. Preventative maintenance of the house
16. Clean House
17. Wash Dishes/Clean up after meals
18. Do laundry: endless tasks with 3 ladies
19. Pay Bills/Keep Records/ Write Checks: Wife and I communicate about task
20. Try to work out: Lift weights
21. Read/Research: 21<sup>st</sup> Learning Skills for class
22. E-mail friends
23. Eat Meals: We eat dinner together. Every other meal is on the run.
24. Visit Friends: Every Wednesday- share dinner with friends.
25. Volunteer work: Church/School/Community
26. Talk on the phone: mostly to my wife
27. Watch TV: This always gets sacrificed; unless it's football/ baseball play-offs
28. Grocery shopping: When asked
29. Personal Hobby
30. Car Maintenance
31. Bathroom

I thoroughly express that my list is based upon the values that I place within my life. I have been married for nine years, and have two daughters: Sydney (6), and Savannah (3). We recently built a house, my wife and I both work, and I currently work a second job to meet our needs financially.

As each day came, I spent time writing down the time that I spent within my schedule and continued to work on this project until it was complete. This was a tumultuous task to focus attention to detail within a short window each day. I am a scheduled person, and I carry with me a hybrid schedule of my school tasks, lessons, graduate studies, and personal commitments all in one place. This is my working itinerary that helps me stay on task. I am a student of Covey, and teach the Seven Habits of Highly Effective Teenagers in my Christian Leadership course. Scheduling my priorities is, and has been my vision for many years. But, upon learning the results of this project, I have noticed that some of my big ideas were overshadowed by my professional responsibilities. The concluding graphs, comments, and reflection will express what I have learned about my time management skills.



|   |       |
|---|-------|
| 1. Communicate with Spouse and Children   | 63    |
| 2. Complete School Work or Related Tasks  | 113   |
| 3. Playing with my children   | 27.5  |
| 4. Teach my children how to do something  | 13.5  |
| 5. Assist my children with their studies/reading/coloring                                 | 10    |
| 6. Transport members of my family: School/Dance Class/Library                             | 14.5  |
| 7. Attend Church; pray with family-along with personal prayer.                            | 14.25 |
| 8. Prepare Meals  | 12.5  |
| 9. Sleep...or at least attempt to get rest.   | 68.5  |
| 10. Work on Graduate Studies  | 13    |
| 11. Work at Kirtland Country Club   | 14    |
| 12. Perform yard work: 3 acres of mowing/manicuring.                                      | 4     |
| 13. Involvement in professional activities: Steering Committee, Executive Student Council | 24    |
| 14. Listen and talk to Family members: Parents/Siblings/Relatives                         | 13    |
| 15. Preventative maintenance of the house   | 0     |
| 16. Clean House   | 12.5  |
| 17. Wash Dishes/Clean up after meals  | 8.5   |
| 18. Do laundry: endless tasks with 3 ladies   | 5     |
| 19. Pay Bills/Keep Records/ Write Checks: Wife and I communicate about task               | 1     |
| 20. Try to work out: Lift weights   | 0.75  |
| 21. Read/Research: 21 <sup>st</sup> Learning Skills for class                             | 0     |
| 22. E-mail friends  | 0     |
| 23. Eat Meals: We eat dinner together. Every other meal is on the run.                    | 16    |
| 24. Visit Friends: Every Wednesday- share dinner with friends.                            | 4     |
| 25. Volunteer work: Church/School/Community   | 0     |
| 26. Talk on the phone: mostly to my wife  | 10    |
| 27. Watch TV: This always gets sacrificed; unless it's football/ baseball play-offs       | 8     |
| 28. Grocery shopping: When asked  | 0.25  |
| 29. Personal Hobby  | 0     |
| 30. Car Maintenance   | 1     |
| 31. Bathroom  | 14    |



### 8. Insights gained from this experience:

The graphs and charts indicate that I spend the majority of my time focusing on school related tasks. I indicated that this was my second most prioritized item. Although, I feel that sleep that is a priority, I placed it as my ninth most important task, yet the results indicate that it was my second most needed category each day. I agree that sleep should be valued as an essential aspect of personal health; during the time that I recorded my inventory, I knew that I would be extremely busy trying to juggle all of my professional responsibilities. I placed my family first, as most people might indicate-yet, they were by statistical analysis my third most cherished asset each day. Obviously, without them my ability to function emotionally would be completely diminished.

In reflecting on this entire process, I know that my family is the most important gift that I have. When I am not teaching seniors at NDCL, I spend chunks of my free time talking, communicating, and playing with my kids. I want them to have such a great experience with their mom and dad. My parents were great advocates and role models of the *God, Family, and Friends* model. My wife and I spend so much of the time that we have with them teaching them life lessons.

I have realized that balance is hard to measure when active professionals try to take on so many tasks. What matters the most is purposeful activities and engagement with my family. It is not necessarily the amount of time that I spend with them, but the quality of time that I spend with them. We all have our moments at home, school, and within our extended family. I have learned that is important and necessary to tell my family how much I do cherish them and care for their well-being. This innate expression is not scheduled. It is a natural occurrence when you send someone a note, call them, and actively listen with them. I could make millions of dollars, but I do not have love....I would be a responding gong and clashing cymbal. (1 Cor. 13)

How I balance my time is to maximize the opportunities that I have during my free blocks at school to accomplish and tackle the essential tasks for each day, and prepare for my tasks for the next. I try to focus my time on academics and grading once my family rests. When my kids are sleeping, and my wife and I converse around 8:00 PM, I begin to transition to any additional tasks that could help me stay ahead of my responsibilities. Recently, I purchased a new laptop and installed a router to access grades downstairs while I am in the presence of people not an office. This does allow me more opportunities to engage with my wife. Prior to my graduate studies, working on a laptop until 10:00 PM was rare, but with this transitory time of increased work, I must to my best to balance everything that I am trying to pursue without eliminating the most essential things...family.

If I am happy in one aspect of my life but do not have balance of family and professionalism, I will be empty. For this reason, I will always schedule my priorities and balance what I can while being a productive professional and loving husband and father. In the end, it doesn't matter what you have on the outside, but what you cherished on the inside. I will always pray for this right discernment in my life so that I can be a role model in my career, and in my family. Thank you for this opportunity, it was strenuous yet essential.

9. Questions, comments, or topics needing further investigation:

None.

10. Additional Comments:

None.

Signature of Cooperating Principal: \_\_\_\_\_ Date: \_\_\_\_\_