

13. Husband/wife, father/mother

SPIRITUAL LIFE

"Tyranny of the Urgent"

Luke 10:38ff

Priority of walk over ministry

THE PRINCIPAL AS EDUCATIONAL LEADER

1. Leadership styles - autocratic, democratic, laissez-faire
2. Setting educational and spiritual goals; planning (TIME); supervision and evaluation
3. YOU are the educational philosopher in your school . . .
4. Be the first to read a book or an article, not the last
5. Planning time - in-depth thinking time, by yourself. Close your door and give instructions not to be disturbed. ("Disturbed enough already.") Goal setting; planning; new programs; professional reading; meditate on and read God's Word, o/t personal devotions.
6. Publish a weekly information sheet in advance for your teachers: "Looking Ahead to Next Week" or "Next Week's Skoop Sheet," etc.
7. Be aware of the demands which pursuing accreditation will place upon you. Be sure you have your printed curriculum done beforehand, your manuals up to snuff, etc. . . .
8. Reading
9. IFCSA
10. *Education Week*
11. To teach or not to teach . . .

MANAGEMENT AND DELEGATION

1. Be a student of management and leadership.
Speaking of management: TIME MANAGEMENT – schedule and do the most important tasks of management first. Fit the "administrivia" in second.
2. Books: Kenneth Coley, *The Helmsman. Leading with Courage and Wisdom*; Kenneth Gangel, ed., *Called to Lead*; [Engstrom and Dayton, The Art of Management for Christian Leaders]
3. Management is not a substitute for anything spiritual, but rather a supplement. "There are some things God will bless as a supplement that He will curse as a substitute."
4. Have a good secretary, in the nature of an administrative assistant. A thinker.

What she does: protects; reminds; thinks ahead; does things for you.

5. The importance of building a good staff and building yourself into that staff, especially the administrative team.
6. Delegation - responsibility given, freedom to move (people will make mistakes, but will grow and develop from them; must be allowed to develop procedures; practice restraint and self-control [Sure, you could do it better!]),
7. With delegation goes accountability
8. Regular conferences
9. The key relationship in the Christian school: HoS and chairman of the Board
10. Avoid clerical work as much as possible

TIPS ON HANDLING THE ADMINISTRIVIA

1. "Work Smarter, Not Harder" (sign in real estate office) – A very serious concern.
2. Calendar of responsibilities
3. Notebook or PDA - daily and weekly lists.
4. Big projects in the morning, meetings late morning or afternoon.
5. Staying on task. WORK TO RULE, NOT TO MOOD. Force yourself to stay at your desk when it's time to be there. (You can't run a school from your desk, but . . .)
6. Use your "OUT" basket. Pile things near the corner of your desk and consolidate your trips out of the office.
7. "If you have some work to do, Begin this very hour. If you supply the willingness, He'll supply the power."
8. Avoid clerical work
9. Find a balance between an open-door policy and working by appointment.
10. Be a people person; not just a program person.
11. Handling visitors - meet them at the door if
12. Physical layout of the office - secretary between you and
13. The phone is a tyrant.
14. Train your secretary - if you're on the phone for more than 10-15 minutes, she is to interrupt you.
15. Secretary screens calls
16. While you're on hold, work.
17. Handling mail
18. Handling paperwork - handle once only.