

WEBINAR

# Time Management for Directors

Presented by



Learn to set goals and manage their time efficiently.  
Gain strategies to set priorities and meet the needs of  
themselves, staff, children, and families.



# Meet the Presenter



**Joni Levine** is the founder and main content author of Child Care Lounge.com. B.S. in Early Childhood Education and an M.Ed in Instruction and Learning with a minor in Curriculum Design and Development

Professional Experience include:

Preschool Teacher

Parent Educator

Consultant

College Instructor

Santa Claus

Camp Counselor

Center Director

Afterschool Program Coordinator

Journal Editor

Distance Learning Reviewer

Workshop Presenter

Online Webmaster and Author

Private School Teacher

# About us

## Child Care Lounge

Child Care Lounge has been providing online child care classes, child care training, networking, and resources to support child care professionals since 2003.

## What you'll learn

- 1 List the Common Roles of a Director

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- 2 Identify the Needs You Need to Meet

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- 3 Set Appropriate Goals and Priorities

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- 4 Describe How to Manage Your Time Efficiently



# List the Common Roles of a Director

Being a director or administrator of a childcare center means that you may play many different roles.

Here are just a few:

**Figurehead** - As a childcare director you may be asked to perform many ceremonial duties. For example, you may be required to conduct tours of the facilities, speak to service clubs and civic organizations, and attend employees' retirement dinners.

**Leader** - You are a leader. Your attitude and outlook will serve as a guide for teachers and staff. You may need to improve employee performance, reduce conflict, provide feedback on performance, and encourage employees' growth and development

**Monitor** - A childcare director must be aware of everything that is going on in a program. You will need to collect information both by asking questions and by formal means (such as meetings, memos, and reports).

**Peacemaker** - You will need to handle, scheduling problems, parental complaints and help smooth the way for positive interactions among staff as well.

**Resource Person** - You will be responsible for deciding how scarce resources such as money, materials, time, and equipment will be distributed.

# List the Common Roles of a Director

- Share Your Tasks and Roles



# Identify the Needs You Need to Meet

One way to think about organizing your goals and tasks is to see it as meeting needs. In the role of a childcare administrator, you will need to address the needs of your staff, the children, the families, the community and yourself!



# Identify the Needs You Need to Meet

Meeting Their Needs



# Identify the Needs You Need to Meet

## Meeting Their Needs

Nurturing comes naturally to childcare providers, unfortunately, most childcare providers fail to nurture themselves in the process. As time goes on their internal resources become so depleted they have nothing left to give. When you run on empty, everyone suffers, you, your family and the children you care for. Your body has physical, emotional, mental and spiritual needs. When every aspect of you is nurtured, you will be in the best position to meet the demands of daily living.



# Set Appropriate Goals and Priorities



# Set Appropriate Goals and Priorities



# Describe How to Manage Your Time Efficiently



# Describe How to Manage Your Time Efficiently

## TIME MANAGEMENT TIPS

**PRIORITY MATRIX**

- RECORD YOUR CURRENT SCHEDULE**  
Figure out how you're currently using your time and what to improve.  
**30 minutes** at the start of each day for planning  
Make a to-do list and schedule your day.
- DELEGATE SOME WORK**  
If you don't have to do everything by yourself, then don't! Figure out what other people can help you with.
- TURN TASKS INTO HABITS**  
Make things easier by turning work tasks into a regular routine.
- IGNORE phone calls and e-mails**  
Unless it's an emergency, leave your replies for later. Don't let yourself be needlessly interrupted.
- MINIMIZE meeting times**  
More work gets done outside of meetings than in them.
- BLOCK out social media**  
Reduce distractions. Don't open up social media until your work is done.
- BATCH SIMILAR TASKS**  
Cut down on time you waste transitioning between tasks by doing similar things at the same time. (like replying to e-mails)
- USE "WAITING" TIME EFFECTIVELY**  
When you're doing things like riding public transit or sitting in a waiting room, use that time productively.

# For Further Reading...

[The Hierarchy of Needs for Employees](#)

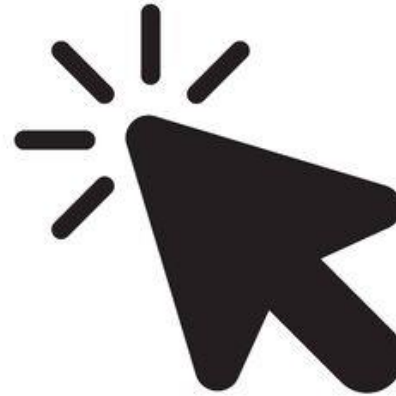
[What Do Teachers Need Most From Their Directors?](#)

[7 Strategies for Delegating Better and Getting More Done](#)

[15 Ways to Increase Productivity at Work](#)

[Managing Interruptions](#)

[Time Management for Directors](#)



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