

Time Management for New Administrators

Dr. Frank Buck

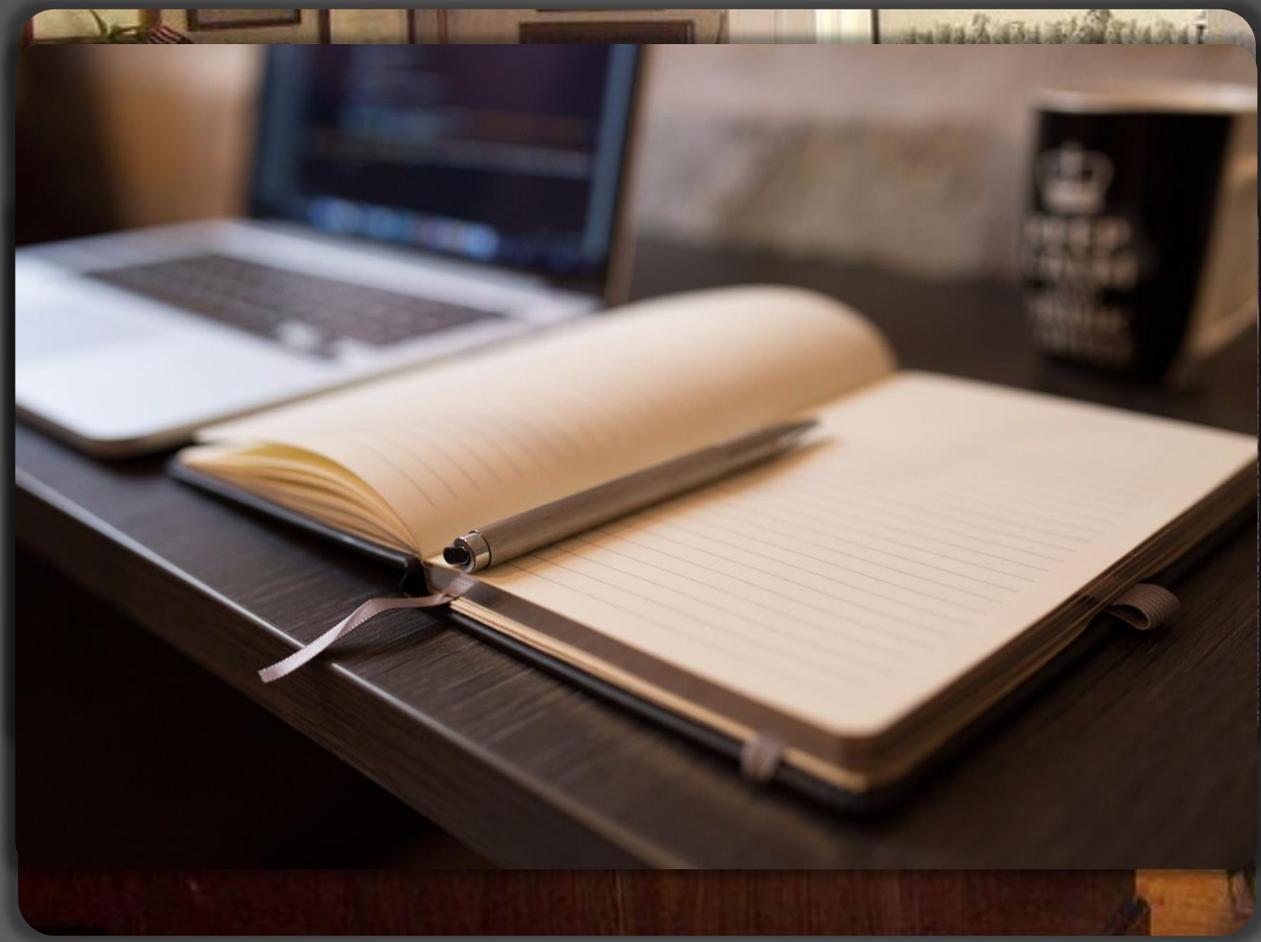
FrankBuck.org
@DrFrankBuck



***“Every good thing
you do happens
through the dimension
of time.”***

@DrFrankBuck





Work
from a
clean
desk



A blurred office desk with a chair, a potted plant, and various items. The desk is dark wood with a glass top. On the desk, there is a small potted plant in a blue pot, a white card, a glass, and a small figurine. In the background, there is a white cabinet with a 'Believe' sign and a red apple on top. A brown chair is positioned behind the desk.

What's on your
desk right now?
Tell me in the chat >>



Dress for LESS





Current Projects

October

November

December

August

September

May

June

July

March

April

31

January

February

29

30

26

27

28

24

25

21

22

23

19

20

16

17

18

14

15

11

12

13

9

10

6

7

8

5

1

2

3

4

Tickler File

LAST Q 4

NEW M. 10

6

7

8

9

10

11

12

17

18

19

26

20

21

22

23

24

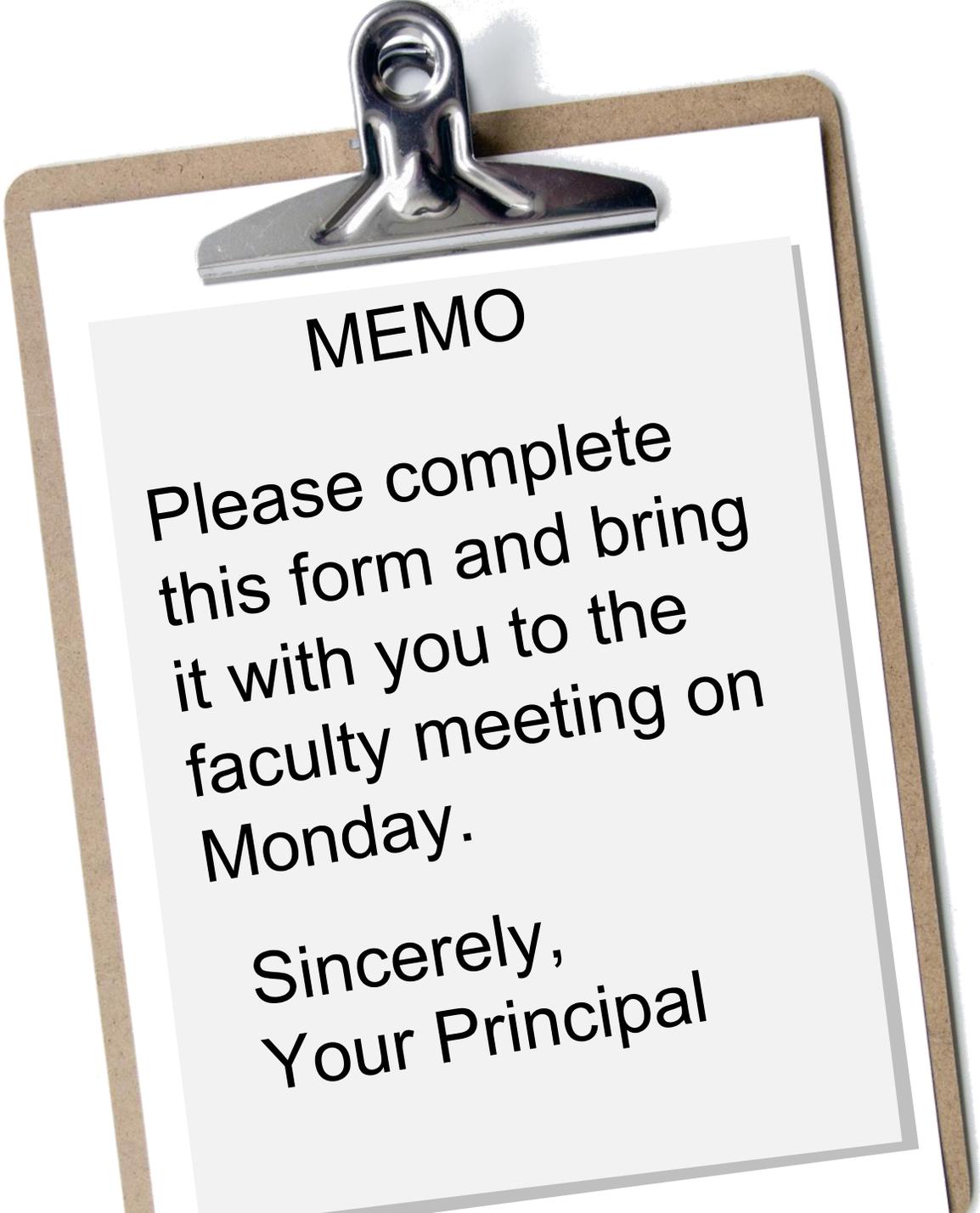
25

FIRST Q 11

(ACT) 7th; Eight Hours Day (TAS) 14th; Labour Day
(ACT) 21st; Otago Anniversary (NZ) 21st; Otago
Day 28th; Bank Holiday (TAS) 29th

When do I want to
see this again?

@DrFrankBuck



MEMO

Please complete
this form and bring
it with you to the
faculty meeting on
Monday.

Sincerely,
Your Principal

Batching

The image features the word "Batching" in a bold, 3D, blue font. The letters have a slight gradient from a darker blue at the top to a lighter cyan at the bottom. The text is set against a dark, gradient background that transitions from black at the top to a dark blue at the bottom. Below the text, there is a clear reflection of the word. Several small, white, four-pointed stars are scattered around the text, adding a decorative touch.

Birthday List

John Doe Jan. 14
123 Main Street
Anywhere, USA

Jane Smith Feb. 3
234 Oak Street
Anywhere, USA



SUPER SALE!
70% OFF
LIST PRICES

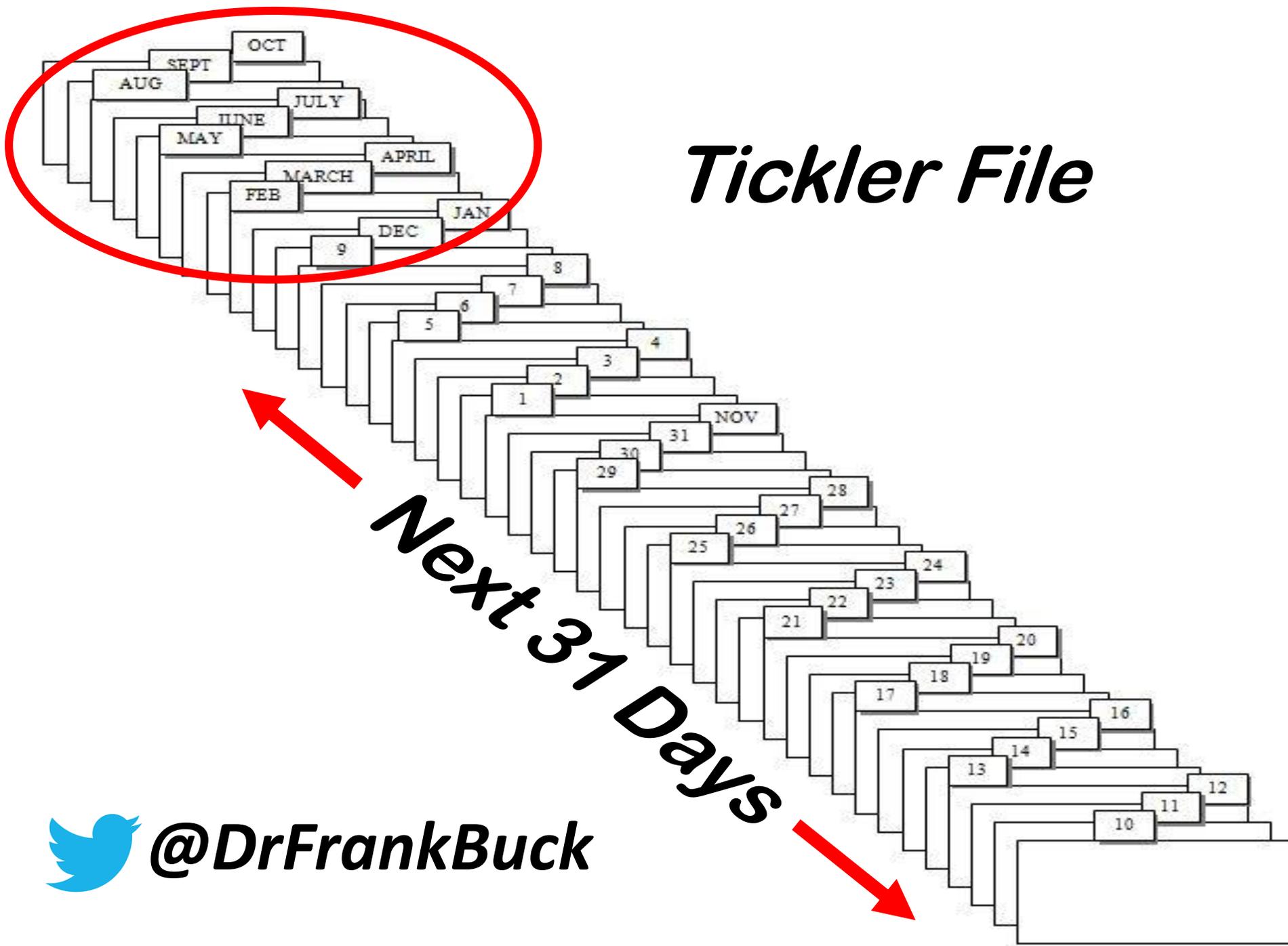


10

Update
custodial
schedule...
Refile for June
10 of next year



52



Desk of a band director who attended Get Organized!



*Middle school
principal who
read
Get Organized!*





*Elementary school
principal who read
Get Organized!*



JACK HAWKINS, JR., PH. D.



What is on your desk right now that should go in a Tickler File?

Type in the chat >>

So can you keep it like that?





FRANK BUCK

CONSULTING, INC.

"Organization Made Easy"

SCHEDULE ME FOR YOUR NEXT EVENT

BRAND NEW...Get Organized!: Time Management for School Leaders (2nd Edition)

Free sneak peek shows you how to get your desk clear once and for all when you become a newsletter subscriber. (The newsletter is also free.)

YES! SEND IT TO ME.



Where do you keep your contacts?

1. Paper address book
2. Rolodex
3. Phone only
4. Computer only
5. Phone synced to computer



Where do you keep your calendar?

1. Desk calendar
2. Paper planner
3. Google Calendar
4. Outlook
5. Other



Where do you keep your to-dos?

1. Paper planner
2. Sticky notes
3. Digital calendar
4. Digital task list
5. Notes app
6. In my head



| | Outlook | Cloud | Book |
|-----------------|----------------|--------------|-------------|
| Calendar | | | |
| Contacts | | | |
| Tasks | | | |
| Notes | | | |
| Email | | | |



| | Outlook | Cloud | Book |
|----------|---------|-------|--|
| Calendar | | |  |
| Contacts | | |  |
| Tasks | | |  |
| Notes | | |  |
| Email | | | ??? |



| | Outlook | Cloud | Book |
|----------|---|-------|--|
| Calendar |  | |  |
| Contacts |  | |  |
| Tasks |  | |  |
| Notes |  | |  |
| Email |  | | ??? |



| | Outlook | Cloud | Book |
|----------|---|--|--|
| Calendar |  |  |  |
| Contacts |  |  |  |
| Tasks |  |  |  |
| Notes |  |  |  |
| Email |  |  | ??? |



| | Outlook | Cloud | Book |
|----------|---|--|--|
| Calendar |  |  |  |
| Contacts |  |  |  |
| Tasks |  |  |  |
| Notes |  |  |  |
| Email |  |  | ??? |



 **Incomplete** Completed

Add a task...

Wednesday

- Buy a Daily Home Errand 
- Cleaners-pick up clothes
- ETR Julie H. -Orchestra- All-State Programs from Previous Years 
- Organize blog posts for the coming month  
- Take photo of Daily Home article for Instagram  
- Validate Stride password  
- Plan what I want to share on Mastermind call 
- Try these voice improvement with Google Assistant--Try when I am out and about 

Thursday

- Make handout "Tomorrow Starts Today" 1 
- Send article to Daily Home  
- Webinar How to Make Your Slides Really Pop 12:00pm 
- Add to marketing spreadsheet 
- Ray-When will you get me your Day in the Life article? 
- Research how to use Google Google 



[Blog About Apps Integrations For](#)
© 2019 Remember The Milk

- Inbox** 3
- All Tasks 1415
- Today 94
- Tomorrow 14
- This Week** 427
- Given to others 4
- Trash
- Lists** 
- Smart Lists** 
- Overdue Tasks to ... 72
- Reschedule Due D... 16
- Has subtasks 53
- Read Watch Listen 167
- Task Updated Today 6
- Contacts** 
-  Cabrio Buck 4
-  Raymond Sidney...
- Tags** 
-  mark_records
- Locations** 
- Church
- Errands Pell City



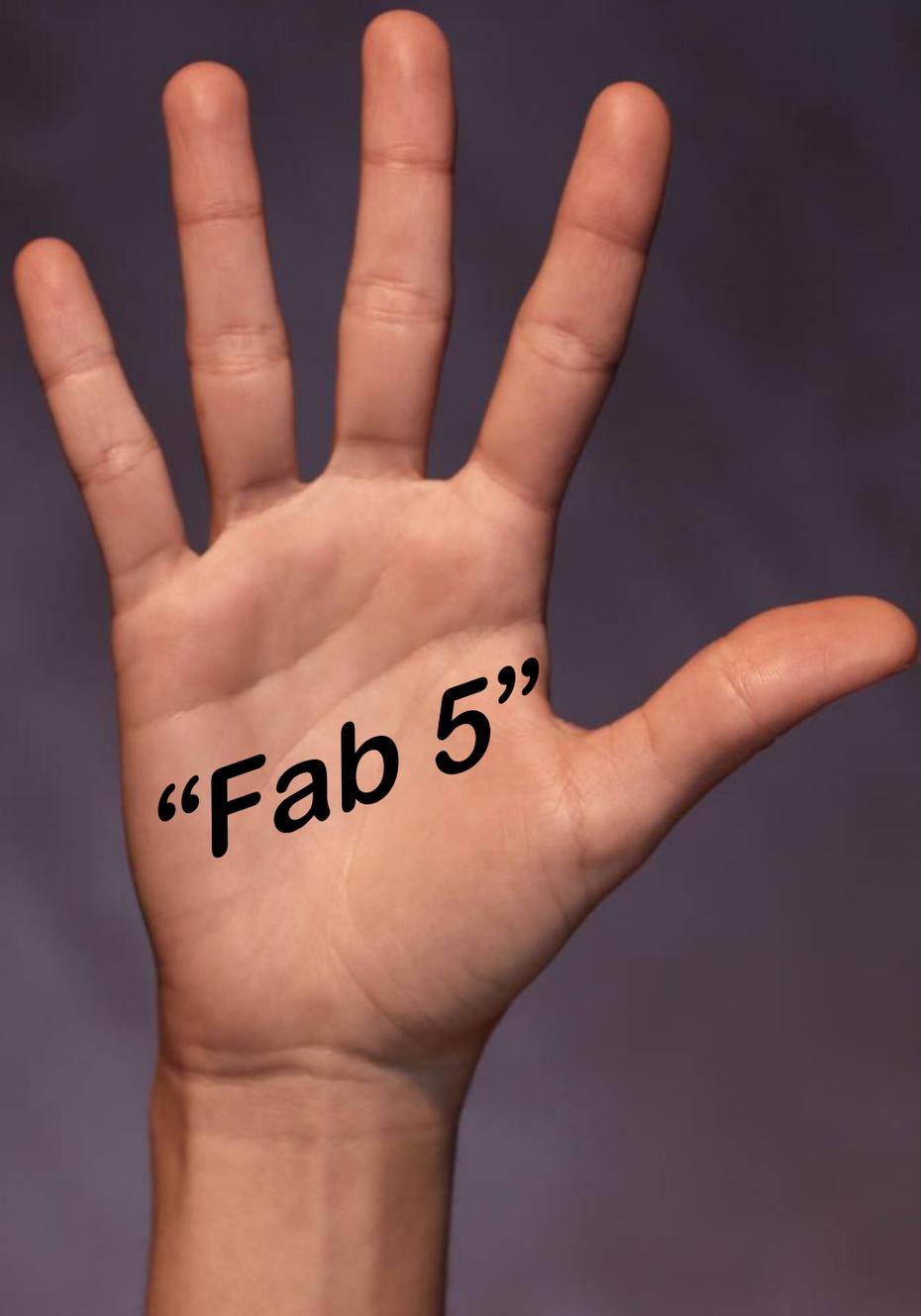
1. Due Date & sort by Due Date



Due Today

Due Tomorrow

Due This Week



*Identify
the
"Fab 5"*



Batch related
items

Due Today

“Fab 5” = High

Morning = Medium

Afternoon = Low

Evening = None



Write reading grant



Get summer school going



Earn graduate degree

What's wrong with these?

Tell me in the chat. >>



Call someone who
won it before



Ms. Smith-Wants to
teach summer school?



Visit graduate
school webpage

2. Repeating Tasks





A silver laptop is open on a white surface, with its screen displaying the text "GET THE IDEA?" in a bold, black, sans-serif font. The laptop is positioned in front of a white brick wall. To the left of the laptop, there are two small glass vases containing succulent plants. The scene is brightly lit, creating a clean and modern aesthetic.

GET THE IDEA?



*What are you
doing this month
that repeats every
year?*

Chat >>

A stack of books is shown in a close-up, slightly blurred perspective. The books have various colored covers and spines. Overlaid on the books are several horizontal bars of different colors, each containing white text. The text is arranged in two columns, with the left column containing more items than the right column.

Special Education

Health Practices

Board Policy

Federal Regs

State Law

Crisis Plan

Evaluations

Curriculum Standards

Public Relations

Child Nutrition



“Not Guilty”





Help Wanted

Assembly Crew

Assembly Crew - 5th graders only - helps set up and take down equipment for assemblies

Morning Singer

Morning Singers - able to sing Star Spangled Banner clearly and confidently over the intercom

Announcements

Morning announcements - must be able to speak clearly and confidently over intercom

Bus Escort

Bus Escorts - keep bus riders in line and quiet while walking to buses

Academic Helper

Academic Helpers - 3rd-5th graders - read like read and make and help bring younger students. Possible needs:

- 2 for Pre-K
- 2 for Kindergarten
- 2 for 1st grade
- 2 for 2nd grade

Principal Nurse Assistants
Counselor Librarian

Assistants on call - willing to help out whenever needed to do what needs to be done at that time. Apply to help either in the library, with the counselor, the nurse, or the principal.

Greeter

Greeter - must be friendly and outgoing, speaking to and shaking hands with others

Grounds Crew

Grounds Crew - 3rd-5th graders - likes to work outside and keep grounds looking clean

Walker Escort

Walker Escorts - help walkers in line and quiet



Safety Patrol

Safety Patrol - 4th-5th graders - helps with car riders, keeping them safe while waiting at cones and helping them into their car

Porch Leader

Porch Leader - helps keep car riders quiet and makes sure they walk to the cones



Lunchroom Helpers
5th grade only

Lunchroom Helpers - 5th grade



3. Note Section in each task



close x

These are all the things you can do with a new task



due Sat 1 Jun 2019

repeats never

list Inbox

tags none

url none

give to nobody

Add field ▾

Subtasks

Incomplete Completed ⚙️

Add a subtask...

Notes

 Add a note...

 Add any information here that you want to have when you do the task.
8:15am

***What are the
advantages of paper?***



***What are the
advantages of digital?***

Portable

Alarms

No re-writing

Sharable

Repeating info

Rooms for details

Searchable

*Digital
Systems
Offer*

Portable

Alarms

*Digital
Systems
Offer*

No re-writing

Sharable

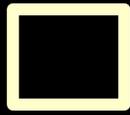
info

Rooms for details

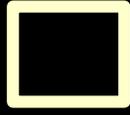
Searchable

4. Search





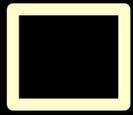
Buford



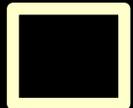
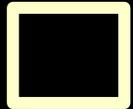
Buford



Buford



Buford



Buford

Buford



- Buford-Grant??**
- Call Buford about...**
- Ask Buford...**
- ETR call Buford**
- Buford.....**
- Buford.....**
- Buford.....**

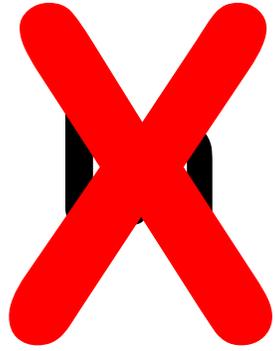




Batch related
items

Interruptions





Empty



@DrFrankBuck



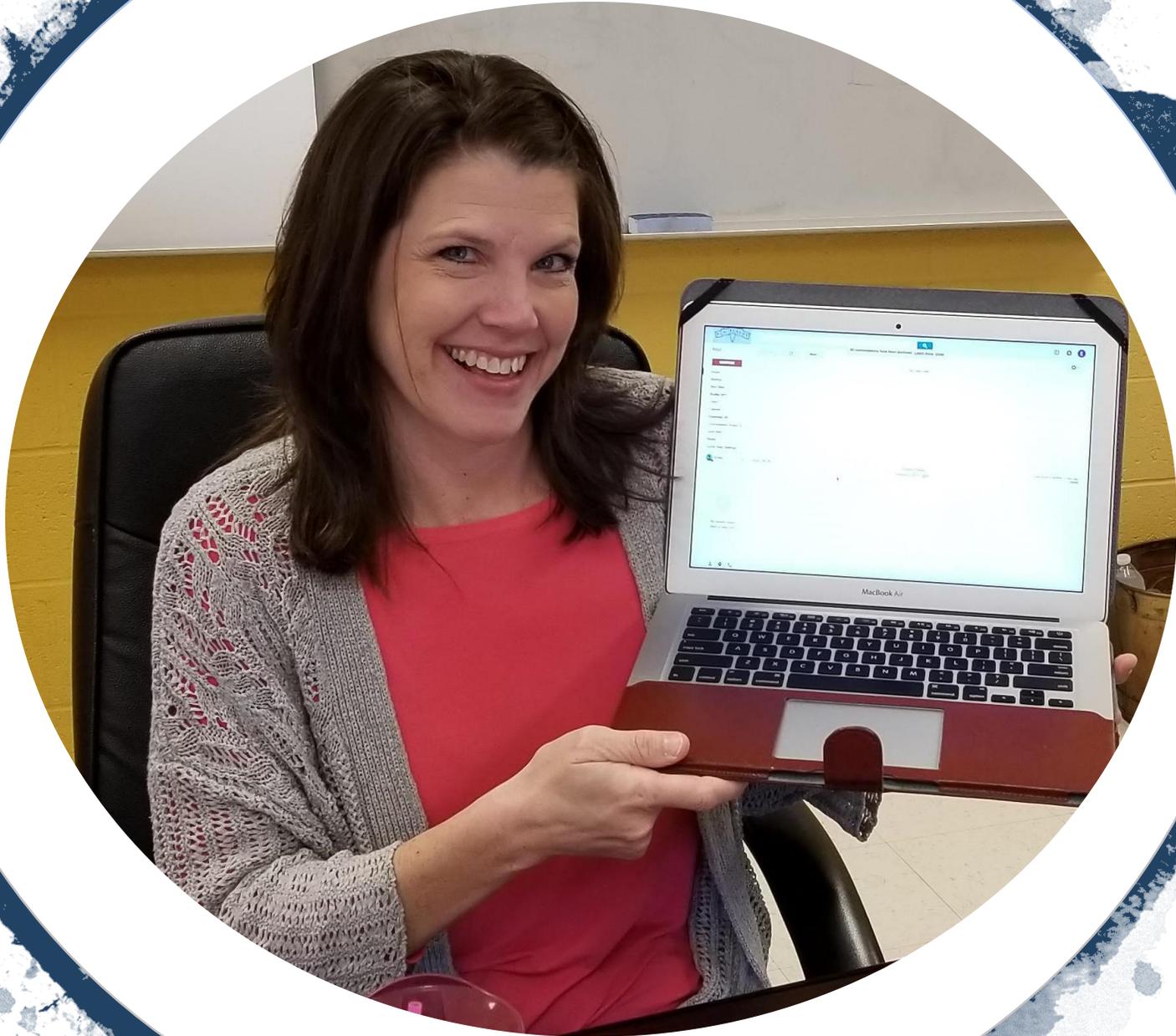
5. Communicates with Email

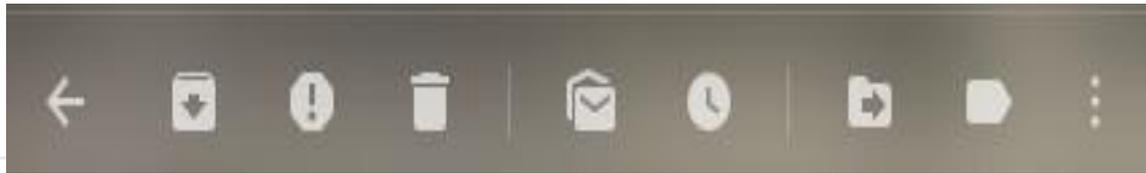


How many emails in your inbox?

1. None
2. 10 or less
3. Around 50
4. Around 100
5. Around 500
6. Around 1,000
7. Infinity and beyond







Party at John Smith's Cabin



Inbox x



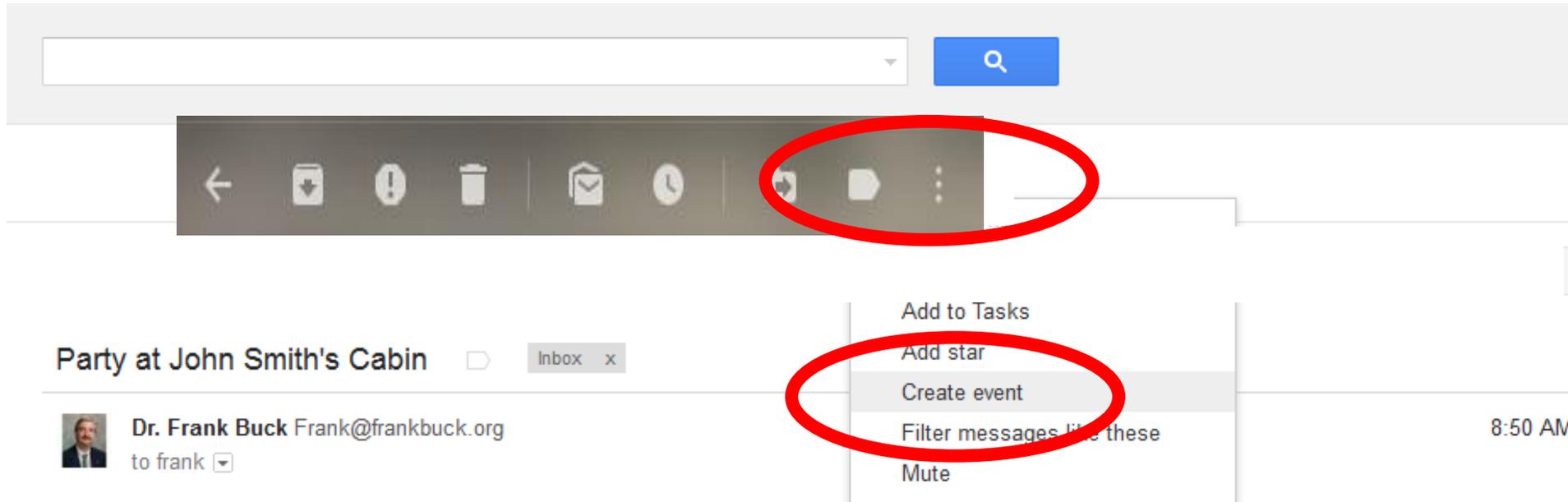
Dr. Frank Buck Frank@frankbuck.org

to frank



8:50 AM (0

You are invited to the Back-to-School Party!!
The date is August 10 and the party cranks up at 6:00 PM.
John Smith's is hosting at his cabin.
Go North on Highway 43.
Turn left where that big yellow dog always sits.
Go 1.5 miles and look for the cabin on the left.



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SAVE

Discard

Party at John Smith's Cabin

6/30/2012

10:30am

to

11:30am

6/30/2012

[Time zone](#)

All day Repeat...

Event details

[Find a time](#)

Where

Calendar

Calendar ▾

Description

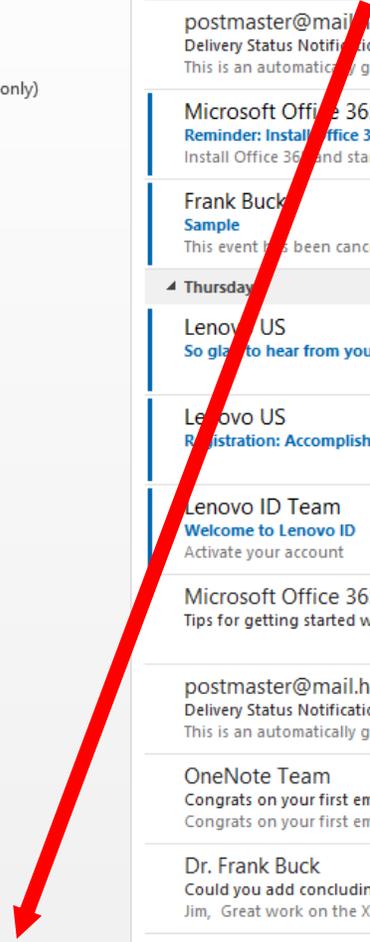
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Go North on Highway 43.
Turn left where that big yellow dog always sits.
Go 1.5 miles and look for the cabin on the left.

Search Current Mailbox (Ctrl+E) | Current Mailbox

All Unread By Date Newest

Today

| | | |
|-----------------------------|--|--------------|
| Frank Buck | Administrative Retreat | 2:56 PM |
| postmaster@mail.hotmail.com | Delivery Status Notification (Failure) | 2:55 PM |
| Microsoft Office 365 | Reminder: Install Office 365 | 11:19 AM |
| Frank Buck | Sample | 9:35 AM |
| Thursday | | |
| Lenovo US | So glad to hear from you! | Thu 9:02 PM |
| Lenovo US | Registration: Accomplished! (You overachiev... | Thu 8:52 PM |
| Lenovo ID Team | Welcome to Lenovo ID | Thu 8:42 PM |
| Microsoft Office 365 | Tips for getting started with Office 365 | Thu 11:19 AM |
| postmaster@mail.hotmail.com | Delivery Status Notification (Failure) | Thu 10:30 AM |
| OneNote Team | Congrats on your first email to OneNote! | Thu 9:13 AM |
| Dr. Frank Buck | Could you add concluding paragraph to rep... | Thu 8:07 AM |



Reply Reply All Forward

Sat 7/18/2015 2:56 PM

Frank Buck <drfrankbuck@outlook.com>

Administrative Retreat

To DrFrankBuck@Outlook.com

Principals,

We will have a planning session on July 9. The session will begin at 9:00 AM and end at 4:00 PM. We will hold the session at the Pine Tree Resort. For those of you who are not familiar with how to get there, take Highway 99 to Exit 27. Turn left at the top of the ramp and go 2 miles. The resort is on your right. The phone number for the resort is 555-4321.

Our agenda will include:

1. Balanced Scorecard—Examine areas where we reached goals, discuss why or why not.
2. Long-term and short-term building concerns.
3. Planning of professional development days.

Between now and then, please view this site:

<http://dataforprincipals.com>

From: Frank Buck <drfrankbuck@outlook.com>
Sent: Saturday, July 18, 2015 2:56 PM
To: DrFrankBuck@Outlook.com
Subject: Administrative Retreat

Principals,

We will have a planning session on July 9. The session will begin at 9:00 AM and end at 4:00 PM. We will hold the session at the Pine Tree Resort. For those of you who are not familiar with how to get there, take Highway 99 to Exit 27. Turn left at the top of the ramp and go 2 miles. The resort is on your right. The phone number for the resort is 555-4321.

Our agenda will include:

1. Balanced Scorecard—Examine areas where we reached goals, discuss why or why not.
2. Long-term and short-term building concerns.
3. Planning of professional development days.

Great news! We have been awarded a grant that's giving you \$500,000 for your program! I will have to have a budget by a week from Friday.



→ To Remember Milk

← Reply to Frank

cc <Frank@FrankBuck.org>

Cc Bcc

→ Forward

Edit subject

Great news! We have been awarded a grant that's giving you \$500,000 for your program! I will have to have a budget by a week from Friday.

Sans Serif | ↑T | B | I | U | A | [List icons] | [Quote icon] | [Link icon]



Send now + [Share icon] [Refresh icon] | Send | [Text icon] | [Link icon] | [Image icon] | [Currency icon] | [Image icon] | [Link icon] | [Smiley icon] | [More options icon]

Incomplete Completed



Add a task...

: Put together a 500,000-dollar budget

close x

Fwd: Put together a 500,000-dollar budget



due never

repeats never

list **Inbox**

url none

give to nobody

Add field

Subtasks

Incomplete Completed

Add a subtask...

Notes

Add a note...

 Great news! We have been awarded a grant that's giving you \$500,000 for your program! I will have to have a budget by a week from Friday.
7:04am

From : XYZ@gmail.com

To: You

Subject: Thanks for your order!

Thank you for your order to the XYZ Store! Your order is as follows:

| | |
|---|----------|
| 4 Calling Birds @\$29.95..... | \$119.80 |
| 3 French Hens @\$15.00..... | \$45.00 |
| 2 Turtle Doves @\$20.00..... | \$40.00 |
| 1 Partridge in a Pear Tree @\$104.00..... | \$104.99 |
| Total..... | \$309.79 |

Your confirmation number is 2468



To Remember Milk

From Dr. Frank Buck <Frank@FrankBuck.org>

Cc Bcc

ETR order from XYZ Store ^12/20

Thank you for your order to the XYZ Store! Your order is as follows:

| | |
|---|----------|
| 4 Calling Birds @\$29.95..... | \$119.80 |
| 3 French Hens @\$15.00..... | \$45.00 |
| 2 Turtle Doves @\$20.00..... | \$40.00 |
| 1 Partridge in a Pear Tree @\$104.00..... | \$104.99 |
| Total..... | \$309.79 |

Your confirmation number is 2468

Send
A

+
Saved

▼

Send Later
 Boomerang this
 in 2 days ▼
if no reply ▼


Add a task...

- Print Birthday & Anniversary Card List.  12/01/19
- Listen to Lessons and Carols 12/01/19
- Christmas cards have been mailed 6  12/06/19
- Christmas gifts for clients have been ordered and received 5  12/06/19
- Post on Facebook Music Theory Chestnuts  12/10/19 
- In Google Photos, look for Holiday Tradition video and share on Facebook 12/15/19
- ETR order from XYZ Store 12/20/19 
- Update resume with workshops presented this year  12/20/19
- ETR check from Capital One for rewards point  12/26/19

ETR order from XYZ Store

due Fri 20 Dec 2019
repeats never
list Inbox
url none
give to nobody

Subtasks

Incomplete

Completed

Add a subtask...

Notes



Add a note...



Thank you for your order to the XYZ Store! Your order is as follows:

4 Calling Birds @\$29.95.....\$119.80
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Total.....\$309.79
Your confirmation number is 2468

The screenshot shows the Microsoft Outlook interface. On the left is the navigation pane with 'Inbox 6' selected. The main pane shows a list of emails. A red arrow points to the 'XYZ Store' email. To the right of the email list, a confirmation message is displayed.

XYZ Store

postmaster@mail.hotmail.com
Delivery Status Notification (Failure) 2:55 PM
This is an automatically generated Delivery

Microsoft Office 365
Reminder: Install Office 365 11:19 AM
Install Office 365 and start working the way

Frank Buck
Sample 9:35 AM
This event has been canceled and removed

Thursday

Lenovo
So glad to hear from you! Thu 9:02 PM

Lenovo
Registration Accomplished! (You overachiev... Thu 8:52 PM

Lenovo Team
Welcome to your Lenovo ID Thu 8:42 PM
Activate your account

Microsoft Office 365
Tips for getting started with Office 365 Thu 11:19 AM

postmaster@mail.hotmail.com
Delivery Status Notification (Failure) Thu 10:30 AM
This is an automatically generated Delivery

OneNote Team
Congrats on your first email to OneNote! Thu 9:13 AM
Congrats on your first email to OneNote!

Dr. Frank Buck
Could you help concluding paragraph to rep... Thu 8:07 AM
Jim, Great work on the XYZ report. Could you

Thank you for your order to the XYZ Store! Your order is as follows:

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|---|-----------------|
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| 3 French Hens @\$15.00..... | \$45.00 |
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Mail Calendar People Tasks Notes ...

Thank you for your order to the XYZ Store! Your order is as follow

| | |
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| 1 Partridge in a Pear Tree @\$104.00..... | \$104.99 |
| Total..... | \$309.79 |

Your confirmation number is 2468

It Couldn't Be Done



Inbox x



Dr. Frank Buck <Frank@frankbuck.org>

to me

Somebody said that it couldn't be done,
But he with a chuckle replied
That "maybe it couldn't", but he would be one
Who wouldn't say so till he tried.
So he buckled right in with a trace of a grin
On his face. If he worried he hid it.
He started to sing as he tackled the thing,
That couldn't be done and he did it.

Consulting, Inc.

1 of 3

Be Done

Inbox x

kbuck.org>

Thu, May 16, 2013, 6:37 PM

It couldn't be done,
he replied
"It's not", but he would be one
till he tried.
He came with a trace of a grin
tried he hid it.
He tackled the thing,
and he did it.

Evernote

Save to
Default notebook

Tags
Add tags (optional)

Add notes or comments

SAVE

bufordsnuffbucket1776@evernote.com

Email to Evernote

It Couldn't Be Done



Inbox x



Dr. Frank Buck <Frank@frankbuck.org>

to me ▾

Somebody said that it couldn't be done,
But he with a chuckle replied
That "maybe it couldn't", but he would be one
Who wouldn't say so till he tried.
So he buckled right in with a trace of a grin
On his face. If he worried he hid it.
He started to sing as he tackled the thing,
That couldn't be done and he did it.

me@onenote.com

Email to OneNote

It Couldn't Be Done



Inbox x

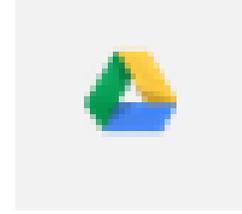


Dr. Frank Buck <Frank@frankbuck.org>

to me ▾

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He started to sing as he tackled the thing,
That couldn't be done and he did it.

Save to Google Drive



It Couldn't Be Done



Inbox x

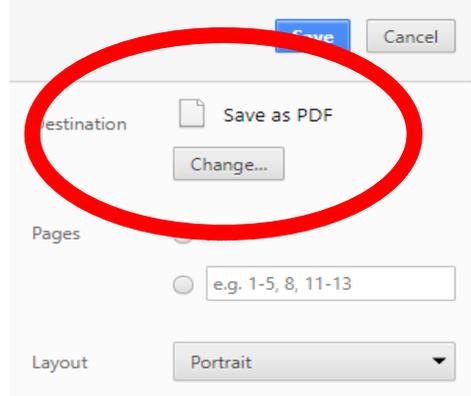


Dr. Frank Buck <Frank@frankbuck.org>

to me ▾

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That "maybe it couldn't", but he would be one
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On his face. If he worried he hid it.
He started to sing as he tackled the thing,
That couldn't be done and he did it.

Print to PDF



It Couldn't Be Done



Inbox x



Dr. Frank Buck <Frank@frankbuck.org>

to me ▾

Somebody said that it couldn't be done,
But he with a chuckle replied
That "maybe it couldn't", but he would be one
Who wouldn't say so till he tried.
So he buckled right in with a trace of a grin
On his face. If he worried he hid it.
He started to sing as he tackled the thing,
That couldn't be done and he did it.

Google

Gmail ▾



Archive

COMPOSE

[Delta SkyMiles Debit Card Take your](#)

Inbox (2)

Starred

Important

Chats

Sent Mail

Drafts (10)

All Mail

Spam (93)

Congratulations, you succe



WorldMate noreply@worldm

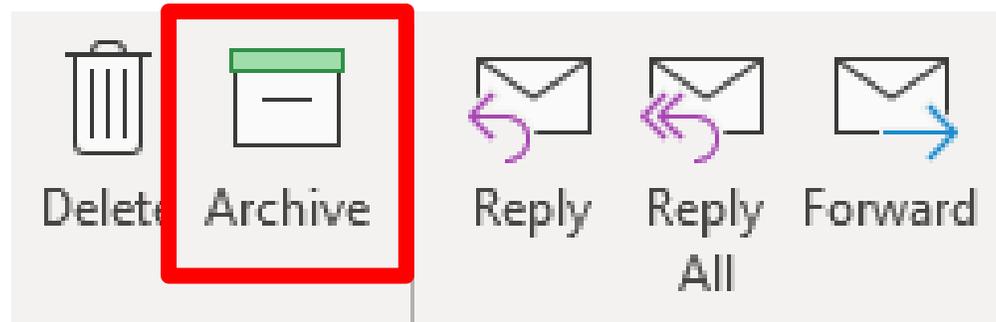
to frank ▾



Images are not displayed.

The image shows a screenshot of an email inbox interface. At the top, there is a toolbar with several icons: a checkmark, a folder, an information icon, a trash can, and a 'Mark as read' button. The 'Mark as read' button and the 'Move to Inbox' button are circled in red. Below the toolbar, a yellow banner displays the text: "All 50 messages on this page are selected. [Select all 24,384 messages in All Mail](#)". This banner is also circled in red. The inbox list below contains several email entries, each with a checked checkbox, a star icon, a folder icon, and a preview of the email content. The entries include:

- Living Social: Seize the Summer with 20% off Sitewide - LivingSocial® Beauty & Spas | Activities | Dining | Shop View Activitie
- BostonGlobe.com: frank.buck@centurytel.n... Today's Headlines from The Boston Globe - Monday, August 07, 2017 View web vers
- Groupon: Up to 20% Off Hot Summer Deals Sitewide! - GROUPON® Groupon Groupon Extra 20% Off Local Extra 20% C
- DA Daily Newsletter: Texas House tentatively approves adding \$1.8B to public education - The Two-Minute Briefing for K12 Leader
- Google Docs: "Final Project (Responses)" was edited recently - See the changes in the Google Document "Final Project (Re
- Ohio Middle Level Associ.: Register today for #OMLA2017 - Put your gears in motion at #OMLA2017! Administrators: Pass this along to you
- Twitter: @DrFrankBuck, check out the notifications you have on Twitter - Twitter See the 2 notifications ready and wa
- Practical Ed Tech: Practical Ed Tech Tip of the Week - Try These New Google Classroom Features and more... - Last week Goc
- Stacey Harmon: frank.buck@centurytel.n... How I found my focus with Evernote - Email not displaying correctly? View it in your b

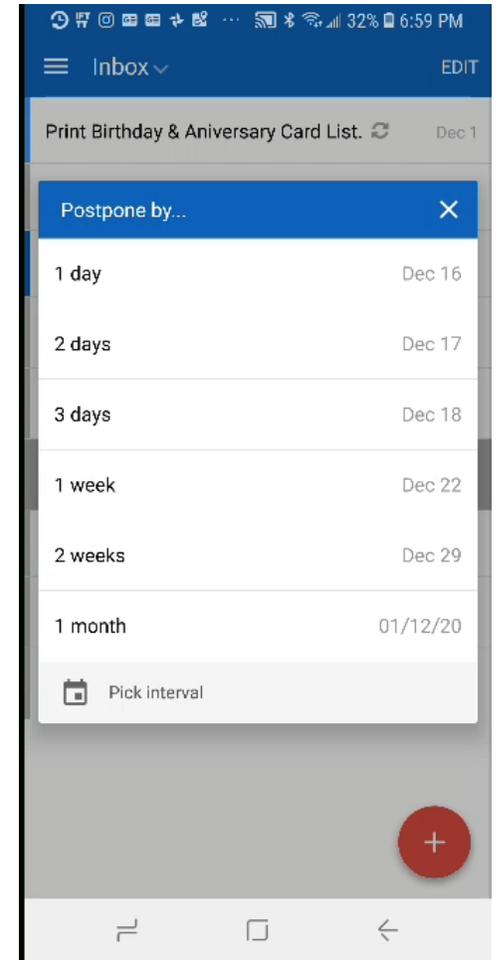
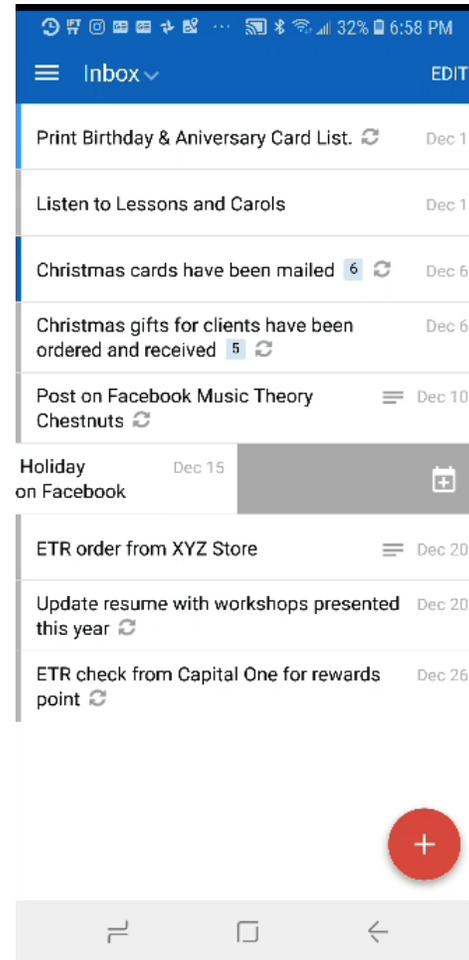
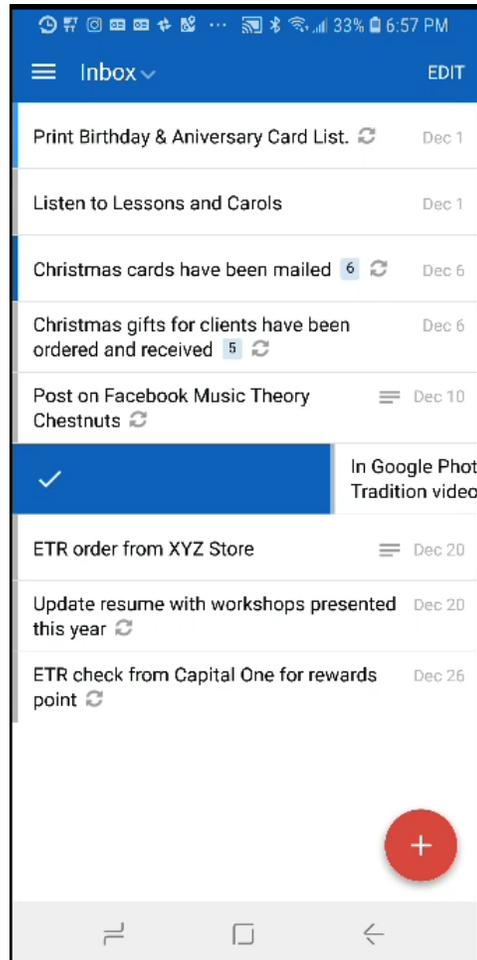
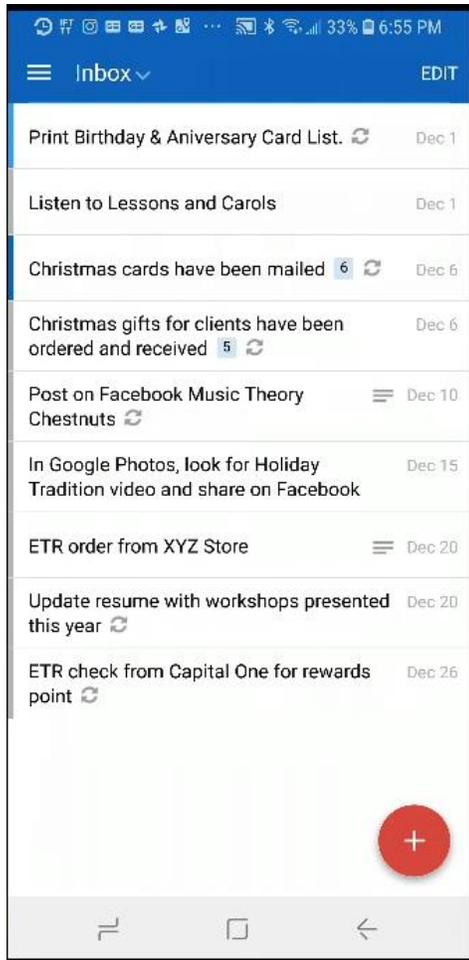


- Inbox **28**
- Drafts
- Sent Items
- ▷ Deleted Items
- Archive**
- ▷ Conversation History
- Junk Email



**6. Syncs across
all devices**





7. Voice Input





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"Organization Made Easy"

SCHEDULE ME FOR YOUR NEXT EVENT

BRAND NEW...Get Organized!: Time Management for School Leaders (2nd Edition)

Free sneak peek shows you how to get your desk clear once and for all when you become a newsletter subscriber. (The newsletter is also free.)

YES! SEND IT TO ME.

Oct. 25

John Smith- 362-1234

Father called. Says other students are picking on him in Math class.

- Talk to teacher.
- Call him in 2 weeks to ask about progress.

Are moving into new house this weekend. Directions-
Head north on Main Street. Turn right on Maple. 3rd
house on left.

Two weeks later...

Call Mr. Smith (10/25)

Oct. 25

John Smith- 362-1234

Father called. Says other students are picking on him in Math class.

- Talk to teacher.
- Call him in 2 weeks to ask about progress.

Are moving into new house this weekend. Directions-
Head north on Main Street. Turn right on Maple. 3rd
house on left.

May 2015

1. Barber Sale, Dodd, BCI Jane
2. Sue Smith top prize
5. Cookie dough salesman Jones, Milk box repair
6. Montgomery IEP
7. Baker teacher complaint, Student Council field trip
9. Burns SYETP
12. Order printer MicroLowPrice
13. Pizza Hut compliment
14. Jones DHR attorney, Tate late, Donald Jones painter
15. Jeremy Davis conference retention
16. House paint
19. PowerPrint registered
20. XYA registration number
22. Sungate Records
27. Yearbook meeting
28. Copier lease
29. Manuscript mailed, ethics meeting

An open notebook with a pen resting on it, next to a laptop keyboard. The notebook is open to a blank page, and the pen is lying across it. The laptop keyboard is visible in the background, slightly out of focus. The overall scene is a workspace setup.

Desk is
clear

Everything
in one
place

Master of
documentation



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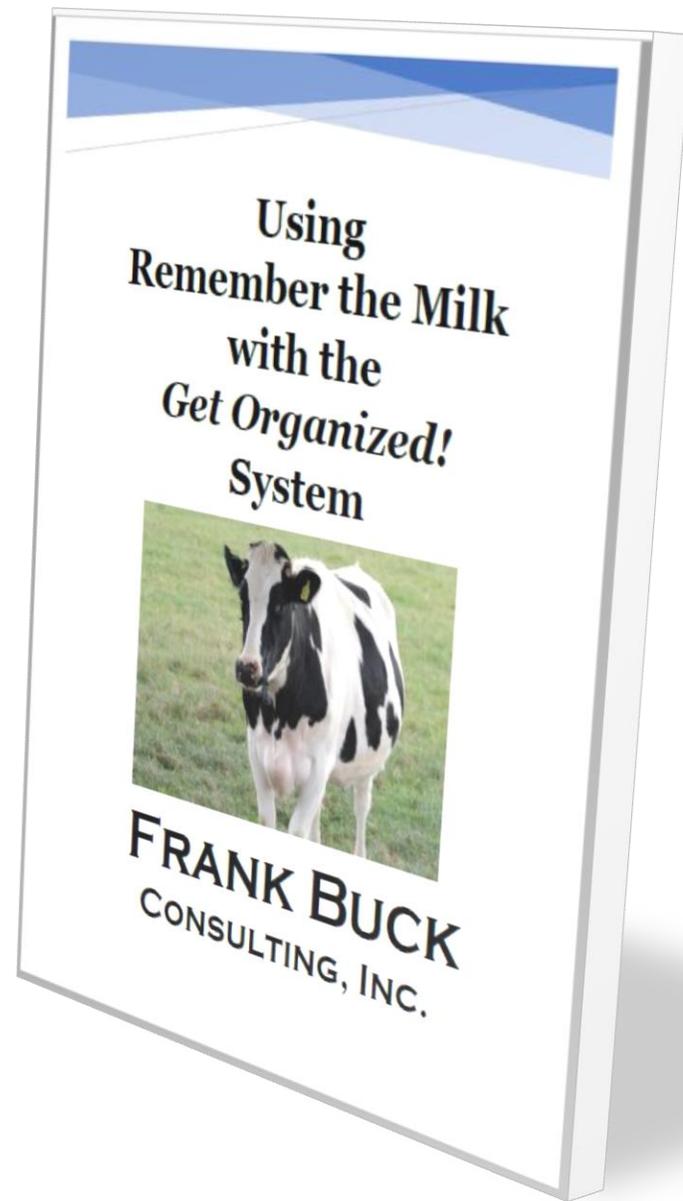
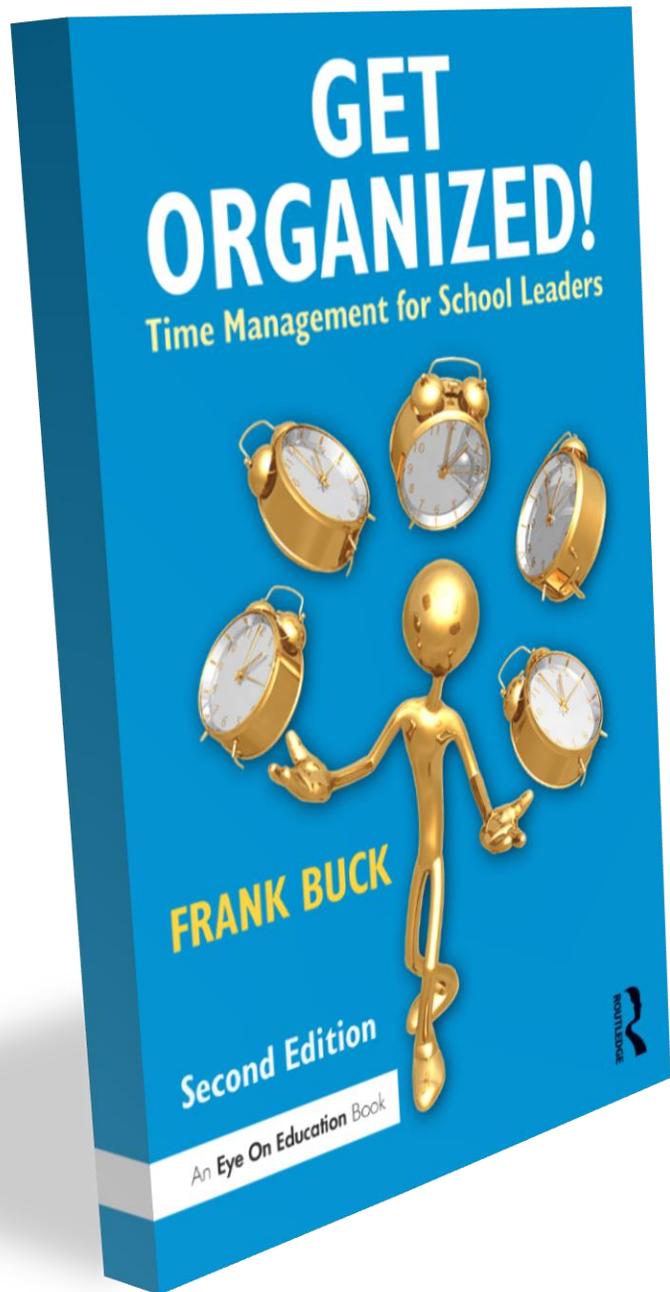
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*Global Gurus "Top 30" in Time Management
Ranked #1 for 2019*

Greetings!

How much time do you spend on email? What if you could spend less time but be more effective? This week, we look at 10 Gmail enhancements. Even one of them, if you use it regularly, can make a huge difference.

A handwritten signature in black ink that reads "Frank". The signature is fluid and cursive, written in a professional style.

P.S. Once you read the post, how about sharing it? You'll see social sharing buttons at the bottom of the post where you can share to Facebook, Twitter, LinkedIn, or Pinterest.

[Read & listen here >>](#)



Click the image to read or listen to this week's content. Could you leave a comment while you're there?



Click on this image to listen to the audio. (And you can stick around to listen to other episodes.)

Things I'm liking...

- **Redundancies 101: 400+ Redundant Words to Avoid in Writing.** If you want to tighten your writing, a good start is to get rid of words that don't belong. [Enjoy reading bad examples followed by corrected versions.](#)
- **The Internet in real time.** [Watch almost two dozen statistics change before your eyes.](#) Great site to share or to display on screen for an audience.
- **Need to measure a distance?** There's an easier way than getting in the car and driving it while looking at the odometer. Go to Google Maps and right-click on your starting point. Click other points along the route. This short video demonstrates:

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CONNECT WITH ME ON SOCIAL MEDIA



Looking for high-quality, nuts & bolts professional development for the coming year? Let's talk.

I also have some availability for this summer.

Want 1-on-1 coaching? We can cover a great deal of ground through videoconferencing.

Click the image and let's make a plan.



Listen to a live clip:

We condensed an hour-long presentation for the Texas Music Educators Association Conference into a clip that's less than 10 minutes.

Click on the image to listen.

**Will I see you in
Louisville?**



NAESPconference.org

Sun: 8:00AM My 10 Favorite Gmail Tricks & Other Productivity

Mon: 8:00AM Time Management for School Leaders: Total Control & Peace of Mind

Tues: 8:00AM Digital Overwhelm: From "Overload" to "In-Control"

FrankBuck.org