bcpvpa ReSource

November 6, 2026

Leading Your Time, Not Just Managing It

For Principals and Vice-Principals, time is one of the most valuable leadership resources. While unexpected issues will inevitably arise, intentional planning can assist leaders to spend less time responding to problems and more time proactively counteracting them.

- *Be Proactive*: Small, consistent leadership actions can prevent larger challenges. For example, being visible during unstructured times allows administrators to build relationships, monitor student behaviour, address concerns early, and prevent situations from escalating.
- *Create Systems and Structures*: Establishing standard practices reduces the need to reinvent solutions. For example, when replacement staff are unavailable, collaboratively designing a rotational approach with a clear process outlining who the replacement staff will be, who will communicate with staff, and who will record changes, to ensure a consistent response.
- *Protect Time for Management Work*: Establish regular blocks for district requests, documentation, emails, and administrative responsibilities. Although urgent matters will interrupt these blocks from time to time, returning to a consistent routine helps prevent paperwork from accumulating.
- *Delegate Appropriate Responsibilities*: Look to staff members who have particular skills, strengths, or an interest in taking on additional responsibilities. Provide opportunities for staff members to lead assemblies, chair committees, or plan school events/activities. Delegating builds staff capacity, distributes responsibilities, and allows administrators to focus on broader leadership priorities.
- *Lead Intentionally*: Begin each day with a clear sense of what you want to accomplish. Use your to-do list to identify priorities, determine who you need to connect with, and track conversations or commitments that require follow-up. Being intentional about how you use your time helps ensure important leadership responsibilities do not get lost in the daily demands of the role.

- *Understand Your Organizational Skills (Strengths and Challenges)*: If organizing tasks, getting started, or sustaining attention on certain responsibilities is challenging, do not assume this will change on its own. Instead, build routines that support you. Schedule dedicated time to revisit tasks you tend to avoid. Breaking tasks into smaller steps and setting specific deadlines can help prevent work from accumulating and generating a sense of becoming overwhelmed.