**Objectives:**

* Become knowledgeable in the basic principles of *Covey’s* *Time Management Grid* and its implications for systems change (*Blended Coaching Chapter 12).*
* Examine a time management issue that your mentee may be experiencing and its systemic cause.
* Develop strength in participating in an online professional learning community.

| **Activity/Topic** | **Notes on Learning** | **Application of Learning:****(What I will do as a result of this learning/revisit of this topic?)** |
| --- | --- | --- |
| Preparing to Participate via ZOOM * Sign on to ZOOM Session by typing your name, role, and district.
* Getting started with ZOOM online Learning/Meeting
* NORMS for Technology/online and for Admin. Mentor Roundtables learning community
* [Link to Participant Folder](https://www.oregon.gov/ode/schools-and-districts/grants/mentoring/Pages/Mentoring-PD.aspx)- documents available on the Mentoring PL web page.

Welcome – Introductions Connector: Celebrating Our SuccessesThis Fall - What we are grateful for in our work as mentors - be ready to share out a 1-2 words or phrases.  |  |  |
| Coaching for Time Management and Systems Change |  |  |
| Reflection: Prior Knowledge |
| Time Management and System Change*Adapted from Blended Coaching, Chapter 12: Coaching for System Change*  |

| **Activity/Topic** | **Notes on Learning** | **Application – What I will do** |
| --- | --- | --- |
| Today’s Objectives Covey’s Time Management Grid  |  |  |
| Reflect on evidence of your mentee’suse of time (Participant Time Grid) |
| Time Management and System Change - School Leaders  |
| System Factors |
| Presenting Problem  |
| Summary  |
| Application  |
| Additional Resources |

Closure