***Time Management Planning Chart***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Week* | *1* | *2* | *3* | *4* | *5* | *6* | *B* | *7* | *6* | *8* | *10* | *11* | *12* |
| *Leadership* | | | | | | | | | | | | | |
| *Phase 1 part 1 audit* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Phase 1 part 2 TBIP* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Phase 1 part 3 do it* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *CT & L* | | | | | | | | | | | | | |
| *Phase 2 part 1 observe* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Phase 2 part 2 plan and do* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Behaviour* | | | | | | | | | | | | | |
| *Phase 3 part 1 review TBIP* |  |  |  | *Check in with team* |  | *Check in with team* |  |  | *Check in with team* |  | *Check in with team* | *Report* |  |
| *Phase 3 part 2 review action research* |  |  |  |  |  |  |  | *Check in* |  | *Check in* |  | *Report* |  |
| *Phase 3 part 3 Report* |  |  |  |  |  |  |  |  |  |  |  | *Report* |  |
| *Phase 3 part 4 action plan* |  |  |  |  |  |  |  |  |  |  |  |  | *Next plan* |
|  | | | | | | | | | | | | | |
| *LA progress meeting* |  |  |  |  |  |  |  |  |  |  |  |  |  |