

TEACHER TALENT TOOLBOX

Making Time for Observation and Feedback

PRIORITIZE OBSERVATION AND FEEDBACK Treat frequent observations as a non-negotiable priority. Great teaching accelerates student learning – and offering meaningful feedback is the most effective way for you to support your teachers.

SET GOALS Use your Insight report to evaluate your current observation and feedback practices and set realistic, clear goals for improvement. Set and share these goals with the help of your leadership team and staff.

IDENTIFY OBSTACLES Analyze your time use to identify tasks that can be reduced, eliminated, or delegated.

ORGANIZE AND SCHEDULE Use the [Toolbox](#) resources to create systems that prioritize observation and feedback.

MINIMIZE INTERRUPTIONS Engage your staff to support a school-wide focus on observation and feedback. The ideas below are intended to help you create systems that will assist your team.

COMMON TIME SINK	SOLUTION
Getting stopped when walking between classrooms.	Minimize your exposure: Schedule a block of observations to complete in rooms in the same area of the building, to minimize the amount of time spent traveling between classrooms.
Staff members interrupt you during scheduled observation blocks.	Signal your purpose: Carry a purple clipboard (or some other indicator) that your staff will know means you are on a mission to complete observations, and that you are not to be interrupted at the moment.
Getting caught "putting out fires."	Establish a second-in-command who is trusted to make executive decisions regarding issues which arise while you are completing observations and cannot wait until you are done.
Everything that happens in the school requires your input.	Engage your front-office staff in your mission. Share your observation schedule with them, be sure they know that nothing is to interrupt you during these times, and that they know who is empowered to make executive decisions.