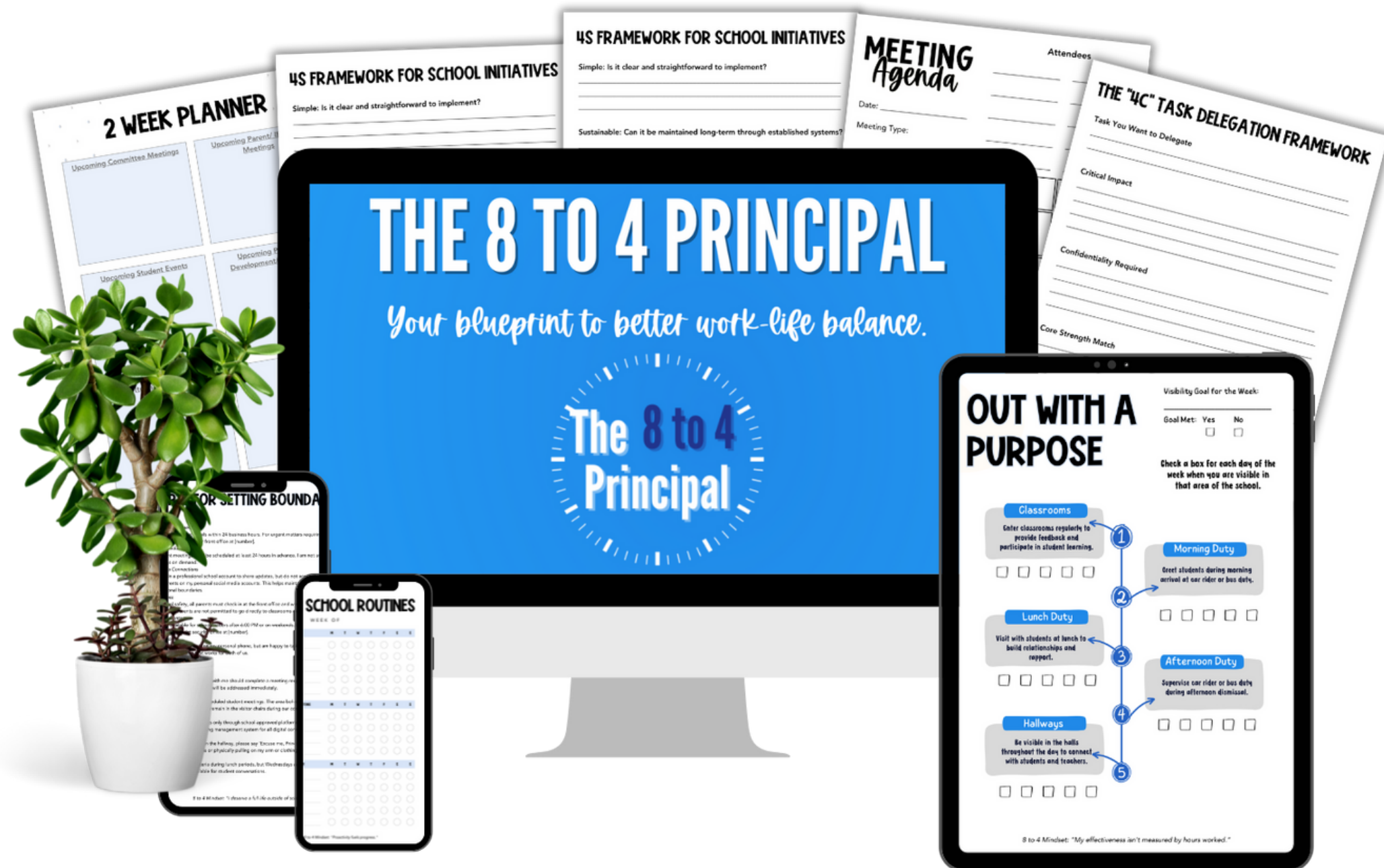


THE 8-TO-4 PRINCIPAL BLUEPRINT

Put the right systems in place to be out the door at four!



LET'S LOOK INSIDE...

WHY YOU NEED THIS PRODUCT?

THE "4C" TASK DELEGATION FRAMEWORK

Task You Want to Delegate

Critical Impact

Confidentiality Required

Core Strength Match

FRAMEWORKS TO MAKE
DECISIONS, DELEGATE
AND MORE

2 WEEK PLANNER

Upcoming Committee Meetings

Upcoming Parent/ IEP/ 504
Meetings

Upcoming Student Events

Upcoming Professional
Development/Staff Meeting

Items to Prepare

Other

PLANNERS

8 to 4 Mindset: "Proactivity fuels progress."

SCRIPTS FOR SETTING BOUNDARIES

For Staff

- *Text Messages*
 - I will respond to staff texts between 7:00 AM and 7:00 PM on weekdays for urgent matters only. For routine items, please use email or speak with me during school hours.
- *Staff Meeting Contributions*
 - Please submit agenda items for staff meetings by Thursday at noon. This helps us prepare materials and ensure meetings end on time.
- *Classroom Observations*
 - I conduct unannounced classroom observations on Tuesdays and Thursdays. For requested observations or feedback sessions, please schedule through my assistant.
- *Weekend Work Boundaries*
 - I will not send work emails over the weekend and don't expect responses from staff during non-contract hours. This supports our collective well-being.
- *Personal Items*
 - Please do not borrow items from my office without permission. The supply cabinet in the main office is available for commonly needed materials.

Mixed Audience Boundaries

- *Office Closure Time*
 - The main office closes promptly at 4:30 PM. All business requiring office staff assistance must be completed by that time.
- *Personal Health Information*
 - I do not discuss individual student health matters. Please direct these conversations to our school nurse who is the appropriate point of contact.
- *Home Address Privacy*
 - My home address and personal phone number are confidential. All school-related communications should come through official channels.
- *Decision Escalation*
 - When decisions have been made by teachers or department heads, I will only become involved after you have spoken directly with them first, unless there is a safety concern.
- *School Events Attendance*
 - While I make every effort to attend school events, I cannot be present at all activities. I prioritize events based on my schedule and rotate attendance throughout the year to support all programs equally.

SCRIPTS

8 to 4 Mindset: "I deserve a full life outside of school"

WHY YOU NEED THIS PRODUCT?

THE TEA TECHNIQUE

Thoughts- Emotions- Actions

Circumstance: You stay at work until 8 pm.

Thought: I always have to work late, this is part of the job of a principal.

Emotion: Frustrated

Action: You continue to stay at work late.

Circumstance: You stay at work until 8pm.

Thought: Staying after school is the exception, not the rule."

Emotion: contentment/relief

Action: You will leave most days after your contracted time.

MINDSET TOOLS

ABC/I23 PRIORITIZATION

The ABC/I23 Prioritization for Principals: A Tasks: Direct impact on student learning and teacher growth. B Tasks: Operational necessities with indirect impact. C Tasks: Administrative duties that could be delegated. Additionally, craft an anchor affirmation to use when feeling overwhelmed by your workload.

Day:

A Priorities	B Priorities

C Priorities	Anchor Affirmation

Day:

A Priorities	B Priorities

**TOOLS TO LEARN TO
PRIORITIZE BY
IMPORTANCE**

OUT WITH A PURPOSE

Visibility Goal for the Week:

Goal Met: Yes ☐ No ☐

Check a box for each day of the week when you are visible in that area of the school.

Classrooms	Morning Duty
Enter classrooms regularly to provide feedback and participate in student learning.	Greet students during morning arrival at car rider or bus duty.
☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
Lunch Duty	Afternoon Duty
Visit with students at lunch to build relationships and rapport.	Supervise car rider or bus duty during afternoon dismissal.
☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
Hallways	
Be visible in the halls throughout the day to connect with students and teachers.	
☐ ☐ ☐ ☐ ☐	

**VIDEOS THAT TEACH
EACH CONCEPT**

THE 8 TO 4 MINDSET

- **"Done is better than perfect"** – Prioritizing progress over perfection to maintain momentum.
- **"My effectiveness"** – Impact and results
- **"Boundaries benefit"** – Healthier school culture
- **"Staying after school"** – Normalizing leaving on time
- **"I deserve a full day"** – Time as essential, not a luxury
- **"Emergencies are rare"** – Urgent matters are rare
- **"Proactivity fuels productivity"** – Problems rather than problems
- **"Free up your time"** – Delegating allows more things done.

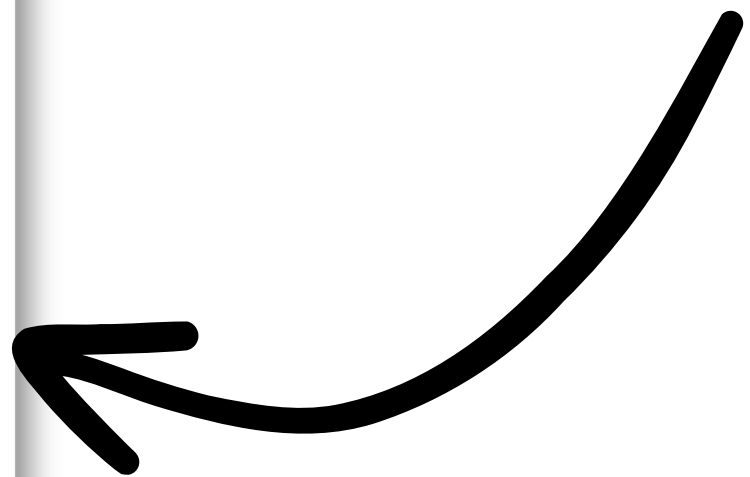
DISCOVERING YOUR PRINCIPAL IDENTITY

you 1.0 vs. you 2.0

Define "Principal 1.0": Identify your current leadership habits, beliefs, and behaviors that may limit your effectiveness or wellbeing. Create "Principal 2.0": Envision your transformed leadership identity with an "Out by 4" mindset, focusing on new priorities, daily actions, and personal boundaries that create sustainability.

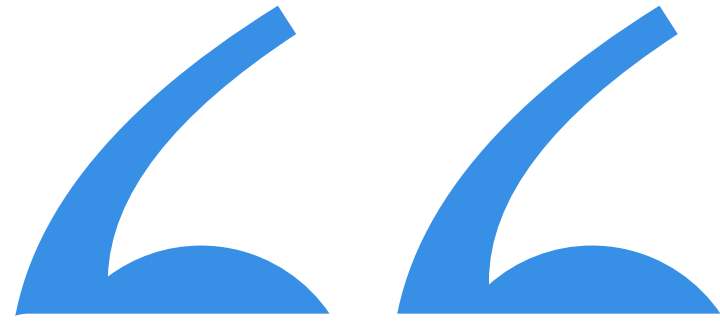
ME 1.0	ME 2.0
Example: I was overwhelmed and working all of the time.	Example: I know how to prioritize my time and have more time to myself.
I work 60-80 hours a week.	I am a person who sets boundaries on my time at work.
I try to get everything on my list done in one day.	I look at what role I am working that day and that is what I focus on achieving.
I don't take time to take care of myself.	I am a person who prioritizes taking care of myself.

Learn the 8-to-4
Mindset that Can
Change Everything
For You!



WHY LISTEN TO ME?

I'm Barb Flowers—a former classroom teacher and principal, now a certified life coach who supports educators just like you. I specialize in helping people find work-life balance, manage burnout, improve time management, and so much more. **This resource is designed to help you create systems to get more done during the day so you can leave work at 4pm.** Want to learn more about me? Visit barbflowerscoaching.com.



I highly recommend Barb Flowers for her exceptional guidance and support. Her expertise has been instrumental in helping me achieve a healthier work-life balance and develop effective thought-training strategies that have significantly improved my overall mindset. Through her professional and insightful approach, I have gained greater clarity, focus, and a renewed sense of control in both my personal and professional life. Barb demonstrates a deep understanding of individual needs and provides practical, actionable solutions that yield meaningful results. I truly feel like a different person!

-Joe S.





If you're ready to make positive changes in your life, Barb is the coach and partner you want by your side. Don't hesitate to reach out to her—your future self will thank you and you certainly won't regret it!

-Danielle



OTHER RESOURCES

