Scheduling Your Board’s Work:
Development of an Annual Calendar

Timi Tullis, Associate Executive Director
Importance of Planning

Failing to plan is planning to fail.

- Allen Lakein
Increases Efficiency

INCREASE PRODUCTIVITY

by using time WISELY
Ensures a More Productive Use of the District's Resources
Ensures Productive use of the Board and Superintendent's time
Makes the Board and District more Responsive to the Public
Aids in Organizing and Providing Direction
Gives Direction and Reduces Uncertainties
Allows for Anticipative Action
Increases the Effectiveness of the Administration
Helps to Achieve Goals and Objectives

"The tragedy of life doesn't lie in NOT reaching your goal. The tragedy lies in having NO GOALS to reach."

~ Benjamin Mays
Reduces Mistakes and Oversights (things are not forgotten!)
Minimizes Impulsive and Random Decisions

**IMPULSIVE**
TENDING TO DO THINGS SUDDENLY AND WITHOUT CAREFUL THOUGHT
Helps in Decision Making & Reduces Unnecessary Pressures of Immediacy
Your Board’s Accountability Timetable

- What do you include on your yearly calendar?
- If your board does not have a calendar, what do you think should be included on one?
- Who is the keeper of the calendar and who makes sure that things are done in a timely manner?
What questions can we answer?

- Thanks for your attention! Let us know if we can ever be of assistance to you.

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