

## Douglas Beam, Grade Level Coordinator- Participant of PTC Assessment and Instructional Supervision 2019



"I'll tell you a story today about friendship, about giving excellent care to the people around you and about knowing your priorities. It's story of two women, one of whom was a big influencer in my life, and then my decision to move into teaching in international schools. Uh, but this is supposed to be about leadership as the person I'm gonna tell you about the Eisenhower matrix. The Eisenhower matrix is a decision making tool to help leaders know how to sort priorities. So imagine a square with four quadrants and then the first quadrant are the things that are important and urgent. Those are the things that you need to deal with first. Things that come up that needs your attention right away. Then the second quadrant are the things that are still important but a little less urgent. Both of the things where you pause, take a breath with them on your calendar and you come back to them later.

The third clutter are the things that are urgent but a little less important. Those are the things that you delegate to other people. And then the fourth quadrant are the things that are unimportant and on urgent. And those are things that we identify and we remove from our schedules. They give us more time and makes us more efficient. It reduces our stress. And now I get to tell you about [inaudible] Northern end was a teacher in international schools in the forties and 50s and Libya, Germany, England and Japan. She taught in those places. And then when I encountered her years later while she was teaching in the U S she would tell me stories and she told me stories about searching for Faberge eggs in Russia or walking around the base of the great pyramid in Egypt and for a farm boy from the middle of the United States, I was entranced.

I was motivated. I was excited to go out and see the world. And uh, right up to the very end of her life, maintained it very active schedule, always learning new things. She was the definition of a lifelong learner. I knew her because of, uh, she was working with my grandmother. My grandmother was a school nurse before that, she was a nurse. In an ER and even though she had retired long before I was born, stopped working, she never stopped taking care of the people around and so grandma would drag me over to Edna's house and take the vital signs and check in on ed as aging mother who had lost both legs, amputation. I would play the piano and provide entertain. Then they were taught can, I would listen to stories and my grandmother was one of those people who when you were



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talking to them, you have their full attention. She's 100% present. She made you feel like you the only person in the room.

Fast forward a few years, my grandmother died about a decade ago and ed that passed away at the age of 99 April a couple of years ago. At the end of the school year. I tried to reconnect with Edna and my family and I wanted to schedule a lunch and so my mother sent and a an email at age 97 and no responded with an email at age 97 and this is what she said just said, dear Mona, it was nice to hear from you and we'll be great to see you. June has already filled out [inaudible] July or August sound for you to come here at about 1130 on Thursday or Friday. Those are my best dates. All of the others are filled with things I regularly do. I try to hold my activity to just one a day. I can just hear Helen, my grandmother telling me to slow down. She was always lecturing me about doing too much. Yes. Your mother and I talked once every week. The thing I most appreciated was that five days a week she would call my mother and they never ran out of things to talk about. I have completed my reading of football for dummies, so I am in a better position this year than last two. Enjoy the game. [inaudible]

this is also my last week, Sinclair community college course on the iPad. My last iPad was giving me trouble so I got a new ones. I don't use it for many things, but I do enjoy the emails and being able to research in my spare question Mark time, I tried to keep up with the Smithsonian national geographic and Christian science monitor. I can think of several things I would like to tell and ask you, but we will just have to wait until we have lavish funding and when my mother forwarded me this email, I realized again the brilliance that was ed in the Norville and 97 she was warm and she was friendly and she was kind, but she knew how to prioritize the right word at times for her health and effectively Eisenhower matrix to my mother right into quadrant two [inaudible]. I don't recommend using the Eisenhower matrix for people [inaudible] but I do think we can use it so that we can prioritize. We find out what's unimportant, what's it not urgent, and we remove it from our schedule so that we can spend time taking care of the things that need to be taken care of and giving excellent care to the people around us and being just a little bit more like that. [inaudible]."