

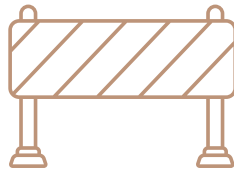
How to Create Clear Boundaries and Thrive as a School Business Manager



with Gemma Drinkall

ABLE Spring Conference 2025

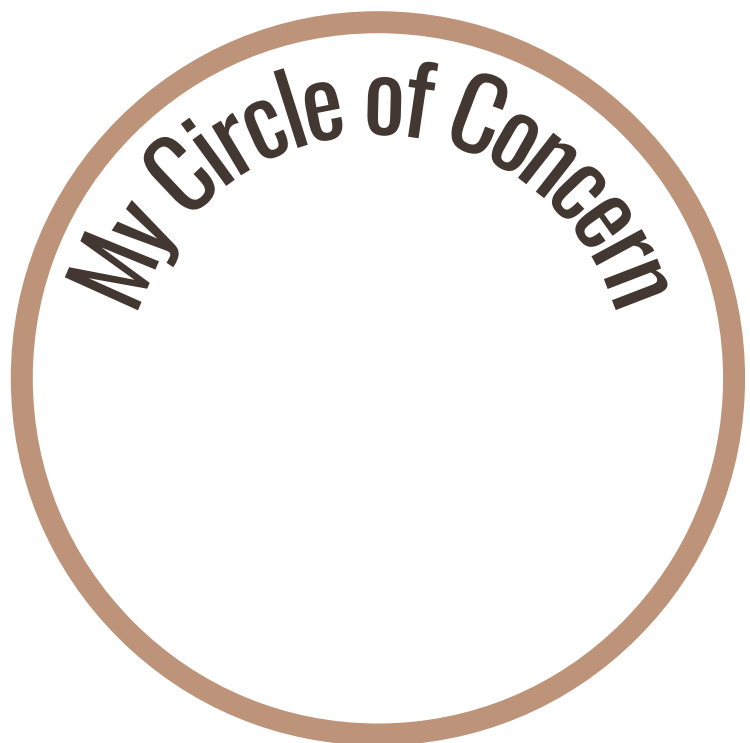




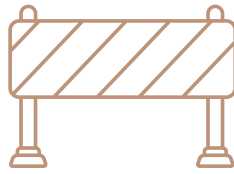
WHAT LIES WITHIN YOUR CIRCLE OF CONTROL?

What often plays on your mind? What worries you?

What worries me but I have little or no effect on?



HEADSPHERE



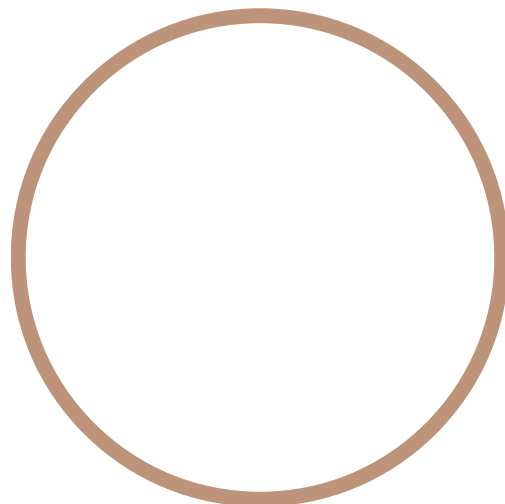
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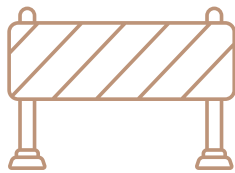
What can I influence?



My Circle of Control

What do I have control over?

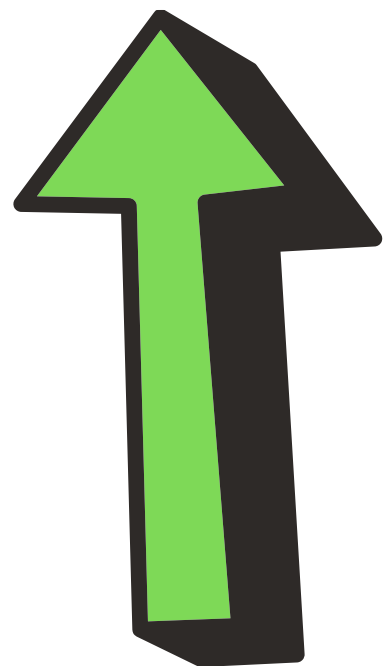


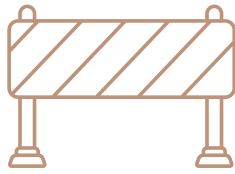


WHAT ARE YOUR NON-NEGOTIABLES?

Write in your battery!

What activities, people, habits, emotions or events **energise** you?





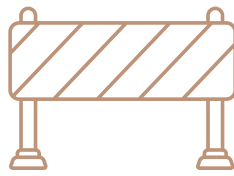
WHAT ARE YOUR NON-NEGOTIABLES?

What may be a non-negotiable for **before** the school day?

What may be a non-negotiable for **during** the school day?

What may be a non-negotiable for **after** the school day?

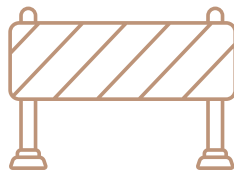




WHAT STEPS CAN YOU TAKE TO MANAGE YOUR WORKLOAD EFFECTIVELY?



1. Create a brain dump
2. For each task, complete the following:
 - a. Ask yourself, to what extent does this serve my school? To what extent does this serve me?
 - b. What may be the biggest gain or biggest negation?
 - c. Allocate the task to the relevant box.



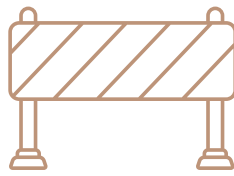
WHAT STEPS CAN YOU TAKE TO MANAGE YOUR WORKLOAD EFFECTIVELY?



Parkinson's Law: "Work expands to fill the available time"

- Use a Pomodoro Timer to break tasks down, and create a sense of urgency and motivation.
- Set a 25 minute timer.
 - Work with NO DISTRACTIONS!
 - Enjoy a 5 minute break.





WHAT STEPS CAN YOU TAKE TO MANAGE YOUR WORKLOAD EFFECTIVELY?

Create review and reflection opportunities to keep on top of your priorities

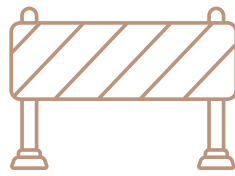


These can be daily, weekly and termly.

- These reviews are beneficial because they help you to:
 - Acknowledge what you have achieved
 - Keep your priorities at the top of your list
 - Schedule in time to focus on your top priorities
 - Keep making small improvements that build up over time
- Here are some review question ideas:
 - What went well?
 - What didn't go so well?
 - What could be better for next time?
 - What did you achieve?
 - What did you love?

Even better, buddy up with a colleague for some accountability and support.





Want to stay in touch?

Scan the QR code below to join my online community and receive weekly emails full of practical strategies for setting boundaries, managing your time, and rediscovering the joy in your school career.



Looking for professional and personal wellbeing support in your school?

I hope you have enjoyed today's session! If I can be of further support to you or your staff in the future, drop me an email.

I offer bespoke coaching, reflective supervision and training opportunities.

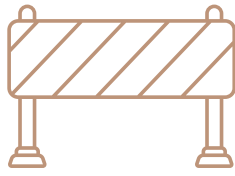


gemma@headsphere.co.uk

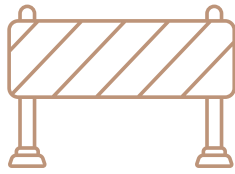


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SPACE FOR THOUGHTS AND REFLECTIONS



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