

ABSTRACT:

The final thesis deals with the preparatory week at school. This is a very important period for the start of the school year and subsequent operation of the school. This thesis is focused on the directors of elementary schools and their activities in the preparatory week. It is based on the theoretical part which deals with the principles of the weekly planning, organization, delegation and time management. The second part of the thesis research which is about a multiple case study. The research part focuses on the analysis and findings composition and scope of individual activities of directors at elementary schools of different sizes during the preparatory week. This thesis presents an analysis based on the daily time schedule, an analysis of documents, interviews and analysis activities of director of elementary school in the preparatory week, respectively, and which activities are further delegated to other persons. Finally, the thesis also provides recommendations on how to effectively plan and lay out a preparatory week from the perspective of the director of elementary school.