



1. Enter the activity into the "Activity or Task" column for the corresponding time and day of the week.
2. If you did more than one activity in a 15-minute timeframe, record the activity where you spent the majority of time.
3. In the columns next to each activity, place an X under the category that aligns with your activity. Do not mark more than one category.
4. If you take a **duty-free lunch break** or any other **duty-free break**, do not mark an X in any category for this time.
5. Do not use any other mark in the columns! You must record an X.
6. The spreadsheet will count your activities each day and calculate percent of time in each category.
7. The spreadsheet will also calculate your percent of time for the week and will report that data in the "Charts" tab.
8. The "Sample" tab displays how one day will look after entering activities and Xs to designate category.
9. Because there are formulas in the spreadsheets, do not alter any part of the Use-of-Time Calculator in any way.



AMERICAN
SCHOOL
COUNSELOR
ASSOCIATION

School Counselor Name:

Date:

Time frame	Activity or Task	Direct Student Services			Indirect Student Services	Program Planning and School Support		Non-School-Counseling Tasks
		Instruction	Appraisal & Advisement	Counseling	Referrals/ Consultation/ Collaboration	Defining, Managing, Assessing Activities	Fair-Share Responsibility Activities	-Non-School Counseling Tasks
7-7:15 a.m.	parent conference 5th grade student				X			
7:16-7:30 a.m.	parent conference 5th grade student				X			
7:31-7:45 a.m.	data collection					X		
7:46-8 a.m.	data collection					X		
8:01-8:15 a.m.	data collection					X		
8:16-8:30 a.m.	data collection					X		
8:31-8:45 a.m.	data collection					X		
8:46-9 a.m.	5th grade career lesson (Smith)	x						
9:01-9:15 a.m.	5th grade career lesson (Smith)	x						
9:16-9:30 a.m.	5th grade career lesson (Smith)	x						
9:31-9:45 a.m.	5th grade career lesson (Jones)	x						
9:46-10 a.m.	5th grade career lesson (Jones)	x						
10:01-10:15 a.m.	5th grade career lesson (Jones)		X					
10:16-10:30 a.m.	Student 2nd goal check		X					
10:31-10:45 a.m.	Student 2nd goal check		X					
10:46-11 a.m.	K lunch duty							X
11:01-11:15 a.m.	K lunch duty							X
11:16-11:30 a.m.	K lunch duty							X
11:31-11:45 a.m.	5th grade career lesson (Johnson)	x						
11:45 a.m.-Noon	5th grade career lesson (Johnson)	x						
12:01-12:15 p.m.	5th grade career lesson (Johnson)	x						
12:16-12:30 p.m.	5th grade career lesson (Martin)	x						
12:31-12:45 p.m.	5th grade career lesson (Martin)	x						
12:46-1 p.m.	Student 4th family issue			X				
1:01-1:15 p.m.	Student 4th family issue			X				
1:16-1:30 p.m.	3rd gr group study skills			X				
1:31-1:45 p.m.	3rd gr group study skills			X				
1:46-2 p.m.	3rd gr group study skills			X				
2:01-2:15 p.m.	parent conference student 4th				X			
2:16-2:30 p.m.	parent conference student 4th				X			
2:31-2:45 p.m.	parent conference student 4th				X			
2:46-3 p.m.	Email check					X		
3:01-3:15 p.m.	Car duty						X	
3:16-3:30 p.m.	Car duty						X	
3:31-3:45 p.m.	Car duty						X	
3:46-4 p.m.								
TOTALS		10	3	5	5	6	3	3
% per topic		29%	9%	14%	14%	17%	9%	9%
% per category		51%			14%	26%		9%

100%
100%



School Counselor Name:

Date:

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7-7:15 a.m.								
7:16-7:30 a.m.								
7:31-7:45 a.m.								
7:46-8 a.m.								
8:01-8:15 a.m.								
8:16-8:30 a.m.								
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8:46-9 a.m.								
9:01-9:15 a.m.								
9:16-9:30 a.m.								
9:31-9:45 a.m.								
9:46-10 a.m.								
10:01-10:15 a.m.								
10:16-10:30 a.m.								
10:31-10:45 a.m.								
10:46-11 a.m.								
11:01-11:15 a.m.								
11:16-11:30 a.m.								
11:31-11:45 a.m.								
11:45 a.m.-Noon								
12:01-12:15 p.m.								
12:16-12:30 p.m.								
12:31-12:45 p.m.								
12:46-1 p.m.								
1:01-1:15 p.m.								
1:16-1:30 p.m.								
1:31-1:45 p.m.								
1:46-2 p.m.								
2:01-2:15 p.m.								
2:16-2:30 p.m.								
2:31-2:45 p.m.								
2:46-3 p.m.								
3:01-3:15 p.m.								
3:16-3:30 p.m.								
3:31-3:45 p.m.								
3:46-4 p.m.								
TOTALS		0	0	0	0	0	0	0
% per topic								
% per category		0%				0%		

0%

0%



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10:46-11 a.m.								
11:01-11:15 a.m.								
11:16-11:30 a.m.								
11:31-11:45 a.m.								
11:45 a.m.-Noon								
12:01-12:15 p.m.								
12:16-12:30 p.m.								
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12:46-1 p.m.								
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1:31-1:45 p.m.								
1:46-2 p.m.								
2:01-2:15 p.m.								
2:16-2:30 p.m.								
2:31-2:45 p.m.								
2:46-3 p.m.								
3:01-3:15 p.m.								
3:16-3:30 p.m.								
3:31-3:45 p.m.								
3:46-4 p.m.								
TOTALS		0	0	0	0	0	0	0
% per topic								
% per category		0%				0%		

0%

0%



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3:16-3:30 p.m.								
3:31-3:45 p.m.								
3:46-4 p.m.								
TOTALS		0	0	0	0	0	0	0
% per topic								
% per category		0%				0%		

0%

0%



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3:16-3:30 p.m.								
3:31-3:45 p.m.								
3:46-4 p.m.								
TOTALS		0	0	0	0	0	0	0
% per topic								
% per category		0%				0%		

0%

0%



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TOTALS		0	0	0	0	0	0	0
% per topic								
% per category		0%				0%		

0%

0%

Topic

- Instruction
- Appraisal & Advisement
- Counseling
- Referrals/Consultation/Collaboration
- Defining, Managing, Assessing Activities
- Fair-Share Responsibility Activities
- Non-School Counseling Tasks

Category

- Direct Student Services
- Indirect Student Services
- Program Planning and School Support
- Non-School Counseling Tasks