

Weekly School Counselor Time Tracker

Weekly School Counselor Time Tracker													
Date	School: XYZ school				Counselor:								
56												CODE KEY	
Time	Monday	Tuesday	Wednesday	Thursday	Friday	DIRECT STUDENT SERVICES							
7:00 AM												1 Core Counseling Curriculum	
7:30 AM	1	1	1	1	1	1	1	1	1	1	1	2 Individual Student Planning	
8:00 AM	1	1	1	5	1	1	1	1	1	1	1	3 Responsive Services	
8:30 AM	5	3	3	1	5	5	5	5	5	5	5	INDIRECT STDNT SERVICES	
9:00 AM	3	3	3	1	3	3	4	4	4	4	4	4	4 Refer Collaboration Consultation
9:30 AM	3	3	3	1	3	3	2	2	2	2	2	2	PRGRM MANAGE & SUPPORT
10:00 AM	5	4	4	2	5	5	3	3	3	3	3	3	5 Program Management
10:30 AM	4	4	4	2	5	5	3	3	3	3	3	3	6 Professional Development
11:00 AM	1	1	1	2	5	5	9	9	9	9	9	9	7 Data Analysis
11:30 AM	1	1	1	2	5	5	9	9	9	9	9	9	8 Fair Share
12:00 PM	1	1	1	2	5	5	9	9	9	9	9	9	9 Non Counselor Tasks

12:30 PM	1	6.2 Bullying	2	2 CG								CODE KEY
1:00 PM	1	6.2 Bullying	1	SS 3.4			1	3.4 Grubb				DIRECT STUDENT SERVICES
1:30 PM	1	6.2 Bullying	4	MBC			4	Planning Meeting				1 Core Counseling Curriculum
2:00 PM	1	6.2 Bullying	2	6am								2 Individual Student Planning
2:30 PM	1	6.2 Bullying	2	4el			3	LH Home visit				3 Responsive Services
3:00 PM			4	Needy Families			3	LH Home visit				INDIRECT STDNT SERVICES
3:30 PM												4 Refer Collaboration Consultation
4:00 PM												PRGRM MANAGE & SUPPORT
4:30 PM												5 Program Management
5:00 PM												6 Professional Development
5:30 PM												7 Data Analysis
6:00 PM												8 Fair Share
6:30 PM												9 Non Counselor Tasks
TOTALS		23		7			9	8			5	4

	Core Curriculum	Indiv. Student Planning	Responsive Services	Indirect Services	Program Management	Non Counselor Duty
100%	41%	13%	16%	14%	9%	7%
	Delivery (80% or more)	Program Management	Professional Develop.	Data Analysis	Fair-Share	Non Counselor Tasks
	47	5	0	0	0	4

School Counselor Use of Time



