

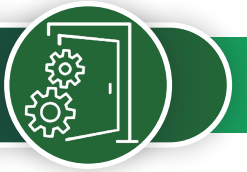
The first step in determining the shifts needed in how time and schedules are structured is to determine how time is currently being used. We suggest collecting data over three or more days to better understand how time is spent throughout the day.

- It is important for you to create clear, appropriate headers for each column. Be as specific as possible to “drill down” to how your use of time aligns with your primary role, responsibilities, and goals.
- Use the tracker below as an example.
- Collect data each day at 15-minute intervals by noting the activity in the corresponding box and totaling at the end of each day. You may type in the document or print this file and then handwrite and submit a scanned copy.

SAMPLE
DAY ONE
DAY OF WEEK: Monday
DATE: 8/15/23

Time (15 min per row) Start time: 7:30 AM	Bus Duty	Check/ respond to emails	Attend meetings	Observe classroom instruction	Complete paperwork	Engage in coaching convo	Handle unplanned business	OTHER
15 min.	X							
15 min.		X						
15 min.		X						
15 min. (HR 1)			X					
15 min.			X					
15 min.			X					
15 min.			X					
15 min. (HR 2)	X							
15 min.	X							
15 min.			X					
15 min.			X					
15 min. (HR 3)							X	
15 min.		X						
15 min.		X						
15 min.		X						
15 min. (HR 4)							X	
15 min.						X		
15 min.								Lunch
15 min.								Lunch
15 min. (HR 5)				X				
TOTALS	45 min	75 min	90 min	15 min	0 min	15 min	30 min	30 min

SAMPLE

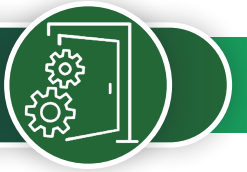


DAY ONE

DAY OF WEEK:

DATE:

Time (15 min per row) Start time:								
15 min.								
15 min.								
15 min.								
15 min. (HR 1)								
15 min.								
15 min.								
15 min.								
15 min. (HR 2)								
15 min.								
15 min.								
15 min. (HR 3)								
15 min.								
15 min.								
15 min. (HR 4)								
15 min.								
15 min.								
15 min. (HR 5)								
15 min.								
15 min.								
15 min. (HR 6)								
15 min.								
15 min.								
15 min. (HR 7)								
15 min.								
15 min.								
15 min. (HR 8)								
TOTALS								

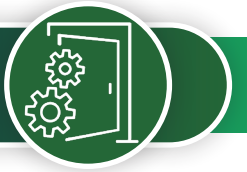


DAY TWO

DAY OF WEEK:

DATE:

Time (15 min per row) Start time:								
15 min.								
15 min.								
15 min.								
15 min. (HR 1)								
15 min.								
15 min.								
15 min.								
15 min. (HR 2)								
15 min.								
15 min.								
15 min. (HR 3)								
15 min.								
15 min.								
15 min. (HR 4)								
15 min.								
15 min.								
15 min. (HR 5)								
15 min.								
15 min.								
15 min.								
15 min. (HR 6)								
15 min.								
15 min.								
15 min.								
15 min. (HR 7)								
15 min.								
15 min.								
15 min. (HR 8)								
TOTALS								

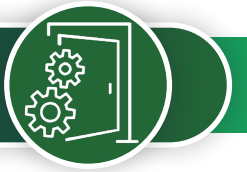


DAY THREE

DAY OF WEEK:

DATE:

Time (15 min per row) Start time:								
15 min.								
15 min.								
15 min.								
15 min. (HR 1)								
15 min.								
15 min.								
15 min.								
15 min. (HR 2)								
15 min.								
15 min.								
15 min. (HR 3)								
15 min.								
15 min.								
15 min. (HR 4)								
15 min.								
15 min.								
15 min. (HR 5)								
15 min.								
15 min.								
15 min.								
15 min. (HR 6)								
15 min.								
15 min.								
15 min.								
15 min. (HR 7)								
15 min.								
15 min.								
15 min. (HR 8)								
TOTALS								



Answer the following questions:

- As you review your data, describe what the information reveals about the distribution of your time.
- How does that compare to how you perceived your time was being spent (address any surprises and/or barriers/challenges)?
- What are the implications for your ability to attend to core goals and responsibilities you are expected to address each day?

