

EDUCATOR TIME TRACKER

Directions

1. Use the columns to name the categories in which you spend your time.
2. Choose a "typical" day to audit how your time is spent.
3. Every 15 minutes, check the box that best represents how that time was spent.
4. At the end of the day, review your chart and calculate the amount of time spent in each category.

Examples of categories include:

- **Teachers** - Direct instruction, monitoring/targeted assistance, small group instruction, conferencing, discipline, non-instructional
- **Administrators** - observations/walk-throughs, instruction/curriculum planning and meetings, decision-making meetings; supervision; discipline, school management (email, budget, operations).

Time Interval					
Ex: 7:00-7:15 a.m.	✓				
TOTAL NUMBER OF CHECKS X 15 MINUTES PER CHECK					
TOTAL MINUTES					

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Describe your priorities for teaching and/or leading the learners with whom you work.

As you review your time audit, to what degree does your time spent reflect your stated priorities?

How might you realign your time to better reflect your priorities?

How might you enlist the support of your colleagues to realign how your time is used?

For additional capacity-building resources related to educator strengths and skills, see:

- The learner strengths tool in Module TSL3: Building relationships s a key to equity, learner outcomes, and effective instruction
- The compass points tool in TSL1: Put your own mask on first