

Use of Time Template

Time Block	Activity or Task	Direct Student Services			Indirect Student Services	Program Management and School Support		Non-School Counseling Tasks
		Instruction (Curriculum)	Appraisal & Advisement (Individual Student Planning)	Counseling (Individual Student Planning) (Responsive)	Referrals/ Consultation/ Collaboration	Planning, Evaluating, Managing, Assessing Activities	Fair-Share Responsibility Activities	Non-School Counseling Tasks
7:00–7:15								
7:16–7:30								
7:31–7:45								
7:46–8:00								
8:01–8:15								
8:16–8:30								
8:31–8:45								
8:46–9:00								
9:01–9:15								
9:16–9:30								
9:31–9:45								
9:46–10:00								
10:01–10:15								
10:16–10:31								
10:31–10:46								
10:46–11:01								
11:00–11:15								
11:16–11:32								
11:31–11:45								

		Direct Student Services			Indirect Student Services	Program Management and School Support		Non-School Counseling Tasks
Time Block	Activity or Task	Instruction (Curriculum)	Appraisal & Advisement (Individual Student Planning)	Counseling (Individual Student Planning) (Responsive)	Referrals/ Consultation/ Collaboration	Planning, Evaluating, Managing, Assessing Activities	Fair-Share Responsibility Activities	Non-School Counseling Tasks
11:46–12:00								
12:01–12:15								
12:16–12:30								
12:31–12:45								
12:46–1:00								
1:01–1:15								
1:16–1:30								
1:31–1:45								
1:46–2:00								
2:01–2:15								
2:16–2:30								
2:31–2:45								
2:46–3:00								
3:01–3:15								
3:16–3:30								
3:31–3:45								
3:46–4:00								
4:01–4:15								
4:16–4:30								
4:31–4:45								
4:46–5:00								