

Counselor Time & Task Analysis Form 30 minute

Time	Guidance Curriculum	Individual Planning	Responsive Services	System Support	Non-guidance Activities
7:00-7:15 am					
7:15-7:30 am					
7:30-7:45 am					
7:45-8:00 am					
8:00-8:15 am					
8:15-8:30 am					
8:30-8:45 am					
8:45-9:00 am					
9:00-9:15 am					
9:15-9:30 am					
9:30-9:45 am					
9:45-10:00 am					
10:00-10:15 am					
10:15-10:30 am					
10:30-10:45 am					
10:45-11:00 am					
11:00-11:15 am					
11:15-11:30 am					
11:30-11:45 am					
11:45 am-12:00 pm					
12:00-12:15 pm					
12:15-12:30 pm					
12:30-12:45 pm					
12:45-1:00 pm					
1:00-1:15 pm					
1:15-1:30 pm					
1:30-1:45 pm					
1:45-2:00 pm					
2:00-2:15 pm					
2:15-2:30 pm					
2:30-2:45 pm					
2:45-3:00 pm					
3:00-3:15 pm					
3:15-3:30 pm					
3:30-3:45 pm					
3:45-4:00 pm					

	Guidance Curriculum	Individual Planning	Responsive Services	System Support	Non-guidance Activities
Number of Blocks:					
Daily Percentage:					
Total Number of Blocks:			Total Percentages = 100%		
Counselor:					
				Date:	