

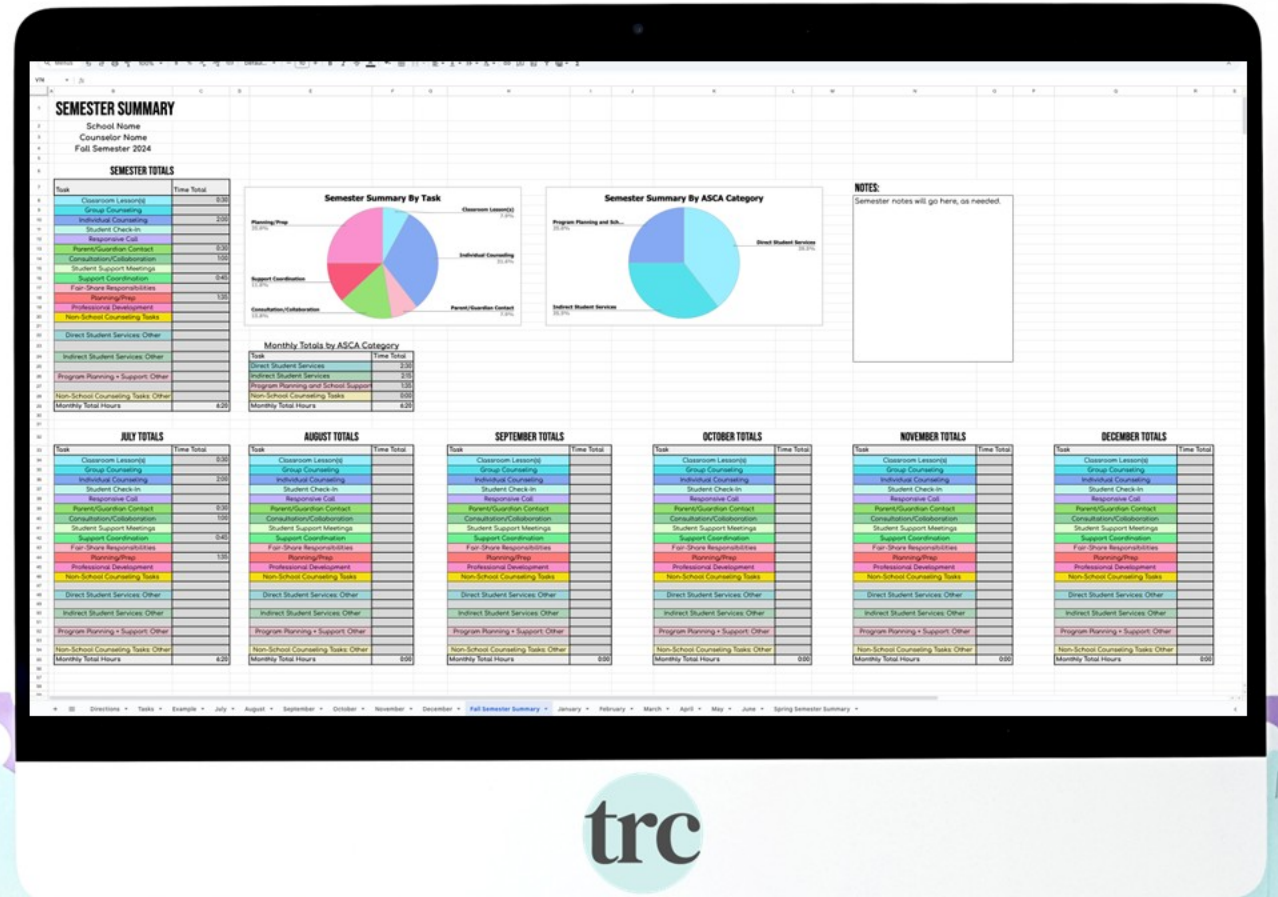
# school counselor use of time TRACKER

**monday** date: \_\_\_\_\_

task	duration	notes
direct student services		
indirect student services		
program planning and		

**tuesday** date: \_\_\_\_\_

task	duration	notes
direct student services		
indirect student services		
program planning and		



track your time in under 3 minutes a day!

# Fast Facts

- Google Sheets™ Use of Time Tracker allows you to track use of time from August 2025 through June 2026
- Monthly (and semesterly) summaries and pie charts are automatically generated by task and by ASCA category
- Tasks are customizable on the master task list
- Free yearly updates are included  
(updated link will be available in May of each year for the following school year)





# tracking time, made easy!

1	MONTH: OCTOBER				
2					
3					
4					
5	Monday	9/30/24	Tuesday	10/1/24	
6	Task	Duration	Task	Duration	
7			Responsive Coll	60	
8			Individual Counseling	30	
9				0	
10			Classroom Lesson(s)	0	
11			Group Counseling	0	
12			Individual Counseling	0	
13			Student Check-In	0	
14			Responsive Call	0	
15			Parent/Guardian Contact	0	
16			Consultation/Collaboration	0	
17			Student Support Meetings	0	
18			Support Coordination	0	
19			Fair-Share Responsibilities	1:30	
20			Planning/Prep		
21			Professional Development		
22	Daily Summary	0:00			Daily S
23					
24	Monday	10/7/24		10/8/24	
25					

Step 1:  
Select each  
task you  
completed  
that day

trc

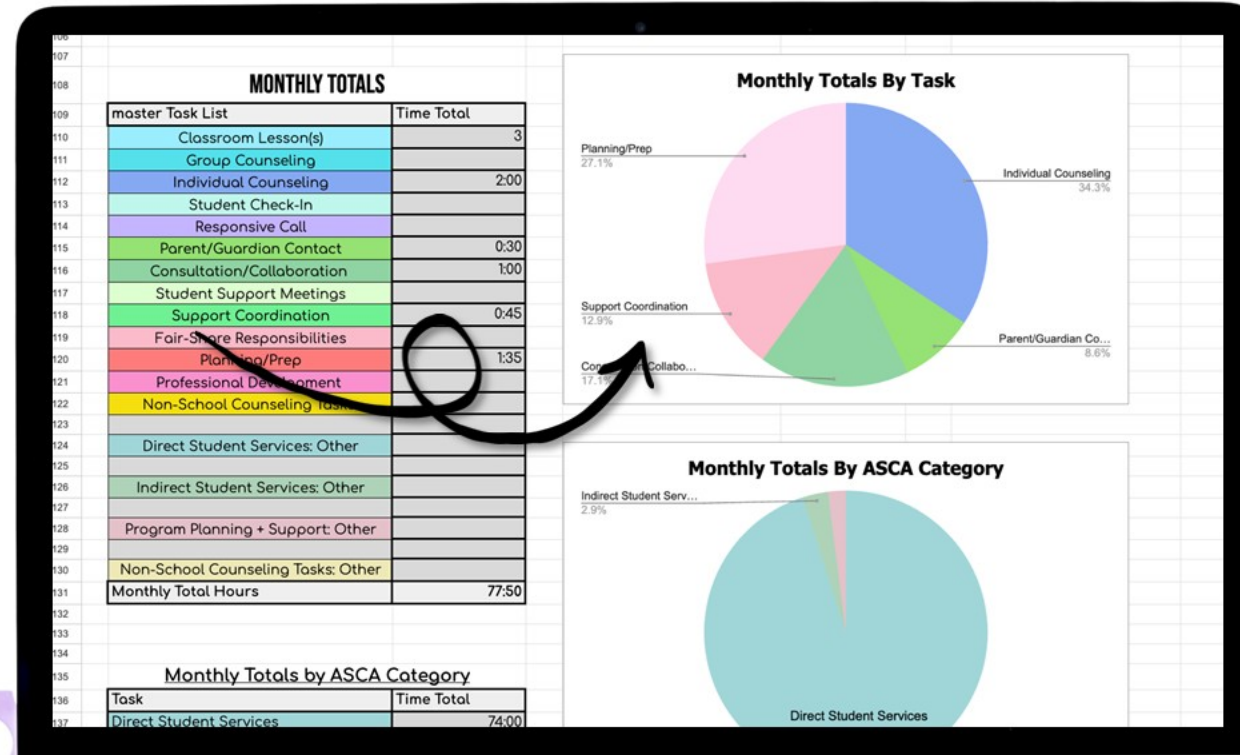
Tuesday 10/1/24		Wednesday 10/2/24	
Task	Duration	Task	Duration
Responsive Call	60		
Individual Counseling	30		
Parent/Guardian Contact	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
Daily Summary	1:30	Daily Summary	

Step 2:  
Type time  
spent on  
each task  
selected in  
minutes

trc



Step 3:  
Let this tool  
do the work  
for you in  
creating  
easy to  
share  
graphs

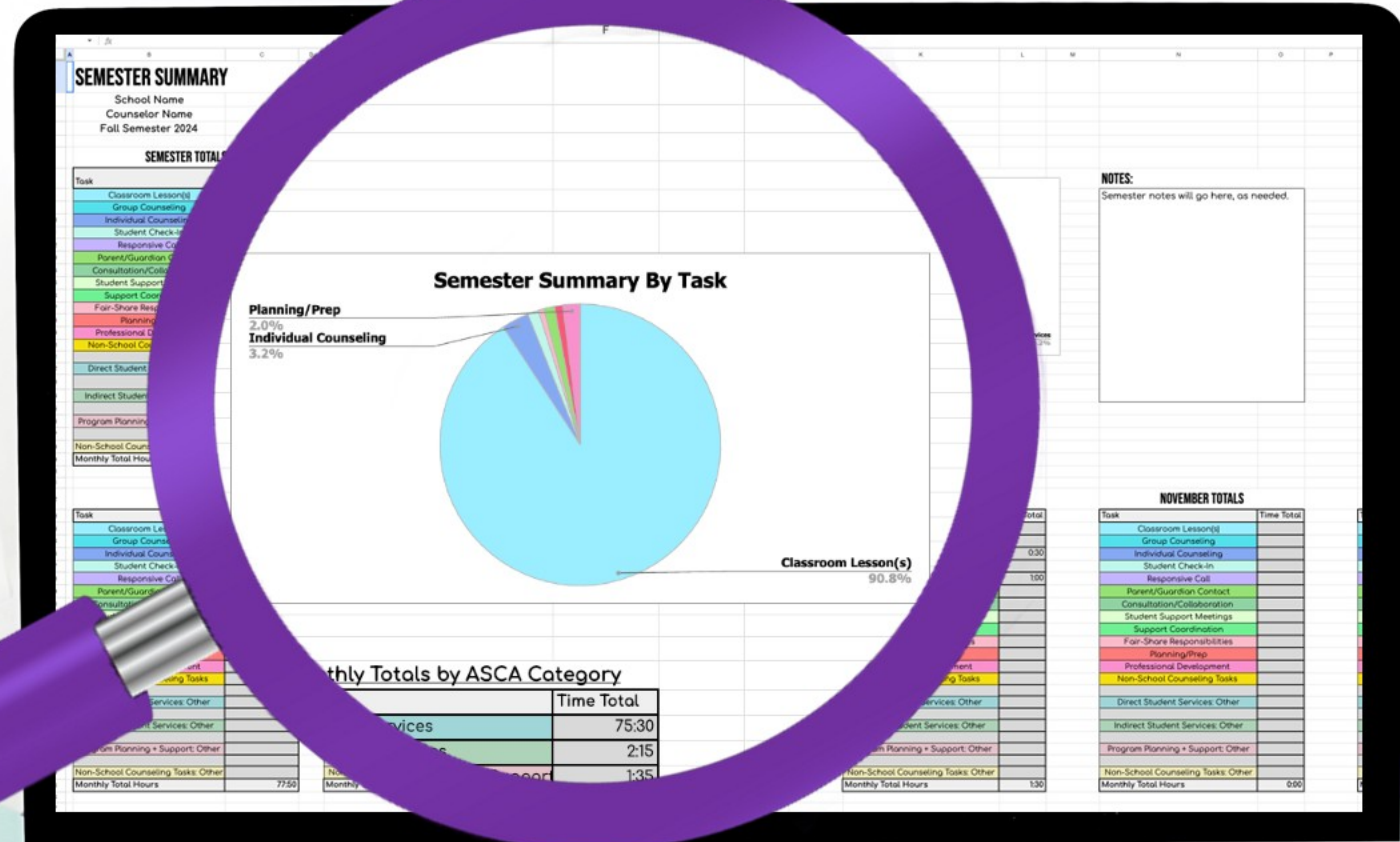


trc

# what's included in the summary?

## By Task

Shows total time spent on all tasks for that semester



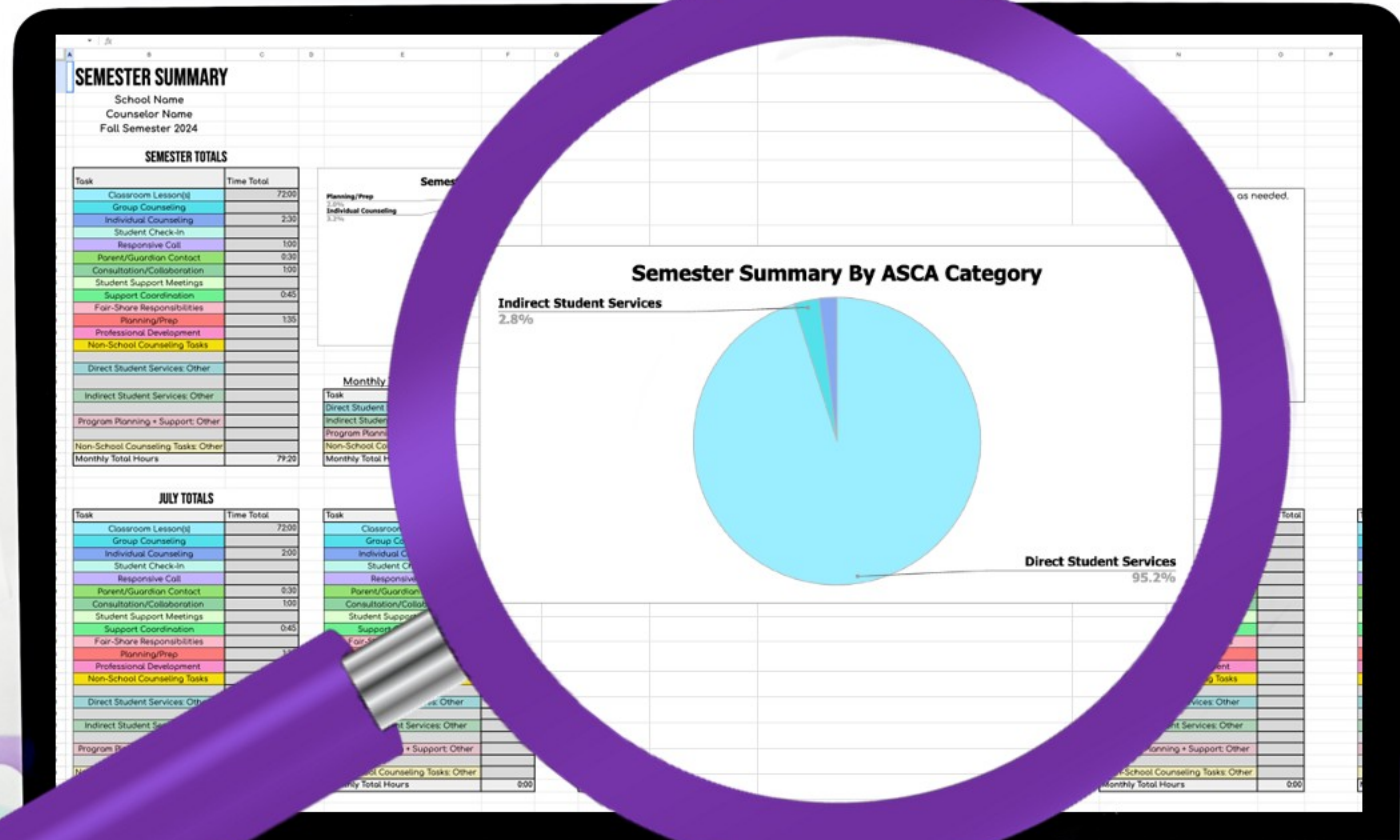
trc



# what's included in the summary?

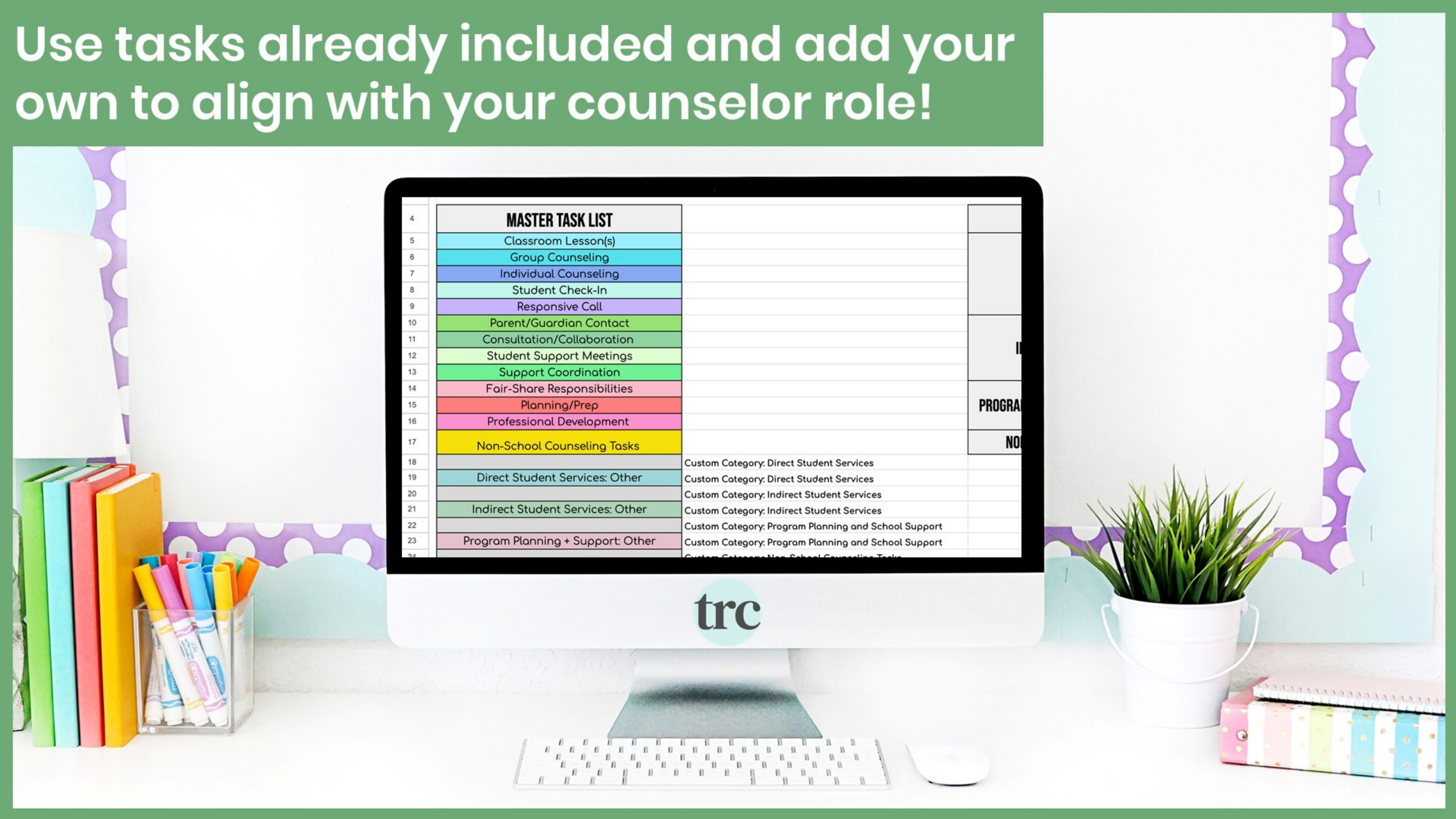
## By ASCA Category

Shows time spent on direct, indirect, program planning & school support, and non-school counseling tasks



trc

# Use tasks already included and add your own to align with your counselor role!



4	<b>MASTER TASK LIST</b>		
5	Classroom Lesson(s)		
6	Group Counseling		
7	Individual Counseling		
8	Student Check-In		
9	Responsive Call		
10	Parent/Guardian Contact		
11	Consultation/Collaboration		
12	Student Support Meetings		
13	Support Coordination		
14	Fair-Share Responsibilities		
15	Planning/Prep		PROGRA
16	Professional Development		
17	Non-School Counseling Tasks		NO
18		Custom Category: Direct Student Services	
19	Direct Student Services: Other	Custom Category: Direct Student Services	
20		Custom Category: Indirect Student Services	
21	Indirect Student Services: Other	Custom Category: Indirect Student Services	
22		Custom Category: Program Planning and School Support	
23	Program Planning + Support: Other	Custom Category: Program Planning and School Support	
24		Custom Category: Non-School Counseling Tasks	



Internet acting up? Use the print and go version as a backup!

The image shows three overlapping print-and-go task sheets for Wednesday, Thursday, and Friday. Each sheet is designed as a table with columns for task, duration, and notes. The sheets are placed on a teal background.

**wednesday**

task	duration	notes
direct student services		
indirect student services		
program planning and school support		
non-school counseling tasks		

**thursday**

task	duration	notes
direct student services		
indirect student services		
program planning and school support		
non-school counseling tasks		

**friday**

task	duration	notes
direct student services		
indirect student services		
program planning and school support		
non-school counseling tasks		

Hi, I'm Sara! At The Responsive Counselor, we create resources for school counselors, child therapists, and teachers that improve social emotional learning and help students be their best selves. Our focus is creating resources that are effective (using research-based best practices) and engaging (through collaborative learning and relevant scenarios) for students.

**B.A. from Michigan State University**

Psychology and Anthropology

**M.S. from Vanderbilt University**  
Community, Research, and Action

**M.Ed. From Vanderbilt University**  
Human Development Counseling:  
School Counseling & Mental Health

**experience**

I'm a former school counselor from a large southeastern school district with a wonderfully diverse group of students. I created and implemented a data-based comprehensive school counseling program while helping classroom teachers and administrators implement schoolwide SEL and restorative practices. Now, I share my ideas and resources to reach students and help educators across the world!



the  
responsive  
counselor

let's connect:

