Use-of-Time 5-Day Log

Fifteen minute blocks, one category per block, five consecutive days

Codes: D direct · I indirect · P program planning · S school support (fair share) · N non-school-counseling

School counselor _____ School _____ Week (5 consecutive days) _____ Contract hours _____ Semester _____

Log: write a short activity note and ONE code per block (leave duty-free breaks blank)

Time	Day 1: _____	Day 2: _____	Day 3: _____	Day 4: _____	Day 5: _____
7:00	☐	☐	☐	☐	☐
7:15	☐	☐	☐	☐	☐
7:30	☐	☐	☐	☐	☐
7:45	☐	☐	☐	☐	☐
8:00	☐	☐	☐	☐	☐
8:15	☐	☐	☐	☐	☐
8:30	☐	☐	☐	☐	☐
8:45	☐	☐	☐	☐	☐
9:00	☐	☐	☐	☐	☐
9:15	☐	☐	☐	☐	☐
9:30	☐	☐	☐	☐	☐
9:45	☐	☐	☐	☐	☐
10:00	☐	☐	☐	☐	☐
10:15	☐	☐	☐	☐	☐
10:30	☐	☐	☐	☐	☐
10:45	☐	☐	☐	☐	☐
11:00	☐	☐	☐	☐	☐
11:15	☐	☐	☐	☐	☐
11:30	☐	☐	☐	☐	☐
11:45	☐	☐	☐	☐	☐
12:00	☐	☐	☐	☐	☐
12:15	☐	☐	☐	☐	☐
12:30	☐	☐	☐	☐	☐
12:45	☐	☐	☐	☐	☐
1:00	☐	☐	☐	☐	☐
1:15	☐	☐	☐	☐	☐
1:30	☐	☐	☐	☐	☐
1:45	☐	☐	☐	☐	☐
2:00	☐	☐	☐	☐	☐
2:15	☐	☐	☐	☐	☐
2:30	☐	☐	☐	☐	☐
2:45	☐	☐	☐	☐	☐
3:00	☐	☐	☐	☐	☐
3:15	☐	☐	☐	☐	☐
3:30	☐	☐	☐	☐	☐
3:45	☐	☐	☐	☐	☐
4:00	☐	☐	☐	☐	☐
4:15	☐	☐	☐	☐	☐
4:30	☐	☐	☐	☐	☐
4:45	☐	☐	☐	☐	☐

Tally: count blocks per code. Week % = code blocks / all coded blocks x 100

	D	I	P	S	N	All coded	Direct + indirect
Day 1							
Day 2							
Day 3							
Day 4							
Day 5							
Week total							
Week %							

A paper log for planning. For RAMP, enter each week in ASCA's fifth edition Use-of-Time 5-Day Calculator (Excel), unaltered.

Free printable from Lotus & Tulip · lotustulip.com/school-counselor-use-of-time-calculator.html

Use-of-Time 5-Day Log

Fifteen minute blocks, one category per block, five consecutive days

FILLED EXAMPLE · fictional school, counselor and week · Maple Hollow Elementary, fall week

School counselor	School	Week (5 consecutive days)	Contract hours	Semester
J. Rivera	Maple Hollow Elementary (K to 5)	Mon 10/04 to Fri 10/08/2027	7:30 a.m. to 4:00 p.m.	1st

Log: write a short activity note and ONE code per block (leave duty-free breaks blank)

Time	Day 1: Mon 10/04	Day 2: Tue 10/05	Day 3: Wed 10/06	Day 4: Thu 10/07	Day 5: Fri 10/08
7:00					
7:15					
7:30	S Arrival duty (bus loop)	S Arrival duty (bus loop)	S Arrival duty (bus loop)	S Arrival duty (bus loop)	S Arrival duty (bus loop)
7:45	P Plan week; attendance data	D Check in: new student, gr 3	I Parent meeting, gr 4 + teacher	D Gr 5 lesson: leadership, Rm 22	D Gr 3 lesson: teamwork, Rm 16
8:00	P	D	I	D	D
8:15	D Gr 4 lesson: organizing, Rm 12	D K lesson: routines, Rm 2	D Gr 2 lesson: help seeking, Rm 9	D	D
8:30	D	D	D	D Gr 5 lesson: leadership, Rm 23	D Gr 3 lesson: teamwork, Rm 17
8:45	D	D	D	D	D
9:00	D Gr 4 lesson: organizing, Rm 14	D K lesson: routines, Rm 3	D Gr 2 lesson: help seeking, Rm 10	D	D
9:15	D	D	D	D Individual counseling, gr 1	D Individual counseling, gr 5
9:30	D	D	D	D	D
9:45	I Parent call: gr 2 referral	I MTSS Tier 2 team	N Covered gr 5 class (no sub)	I Parent call: K attendance	I Parent conference, gr 3 + teacher
10:00	I	I	N	I	I
10:15	N K lunch duty	P Prep Calm and Brave session	P Gap plan: attendance data	N K lunch duty	I
10:30	N	P	P	N	D Lunch bunch: new students
10:45	N	Duty-free lunch	Duty-free lunch	N	D
11:00	Duty-free lunch			Duty-free lunch	Duty-free lunch
11:15		D Calm and Brave group, gr 3-4	D Friendship Builders, gr 1-2		
11:30	D Individual counseling, gr 3	D	D	D Gr 4 lesson: organizing, Rm 13	D Gr 2 lesson: help seeking, Rm 11
11:45	D	D	D	D	D
12:00	D Gr 5 lesson: leadership, Rm 21	D Individual counseling, gr 5	D Individual counseling, gr 4	D	D
12:15	D	D	D	D New student group, session 2	D Individual counseling, gr 4
12:30	D	D Gr 1 lesson: routines, Rm 6	D Gr 3 lesson: teamwork, Rm 15	D	D
12:45	D Gr 3 lesson: teamwork, Rm 8	D	D	I Consult teacher: behavior plan	D Classroom visit: K transition
1:00	D	D	D	I	D
1:15	D	D Gr 1 lesson: routines, Rm 7	D Check in: new student, gr 2	D Attendance check ins	D Attendance check ins
1:30	I Consult teacher: gr 1 absences	D	D	D	D
1:45	I	D	I Consult school psychologist	P Lesson prep: gr 2 unit	D Individual counseling, gr 2
2:00	D Attendance check ins	I Referral call: community clinic	I	P	D
2:15	D	I	S School and district email	S Dismissal car line	S School and district email
2:30	P Score gr 4 pre-assessments	D Individual counseling, gr 2	S Dismissal car line	P Update delivery log	S Dismissal car line
2:45	P	D	P Advisory council agenda	P	P Weekly participation totals
3:00	S Dismissal car line	S Dismissal car line	P	I Plan calls with family liaison	P
3:15	I Attendance team meeting	P Group notes; pre/post tally	I Student study team (advocate)	I	D Goal check ins, gr 5 (3)
3:30	I	P	I	P Score gr 5 pre-assessments	D
3:45	P Group roster and notes	I Email: teacher questions	I	P	D
4:00					
4:15					
4:30					
4:45					

Tally: count blocks per code. Week % = code blocks / all coded blocks x 100

	D	I	P	S	N	All coded	Direct + indirect
Day 1	16	6	5	2	3	32	22
Day 2	21	5	4	2	0	32	26
Day 3	16	7	4	3	2	32	23
Day 4	15	6	6	2	3	32	21
Day 5	24	3	2	3	0	32	27
Week total	92	27	21	12	8	160	119
Week %	57.5%	16.9%	13.1%	7.5%	5.0%	100%	74.4%

A paper log for planning. For RAMP, enter each week in ASCA's fifth edition Use-of-Time 5-Day Calculator (Excel), unaltered.

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Use-of-Time Summary

Average your two weeks, find the time that left students, plan next year

Two-week summary (copy each week % from your log or ASCA's Charts tab)

Week	Direct	Indirect	Program planning	Fair-share support	Non-school-counseling	Direct + indirect
Week 1 (semester 1), dates:	%	%	%	%	%	%
Week 2 (semester 2), dates:	%	%	%	%	%	%
Average: (week 1 + week 2) / 2	%	%	%	%	%	%

ASCA recommends 80% or more in direct + indirect student services, and 20% or less in program planning + school support.

Rounding to 99% or 101% is normal. RAMP item 4.4: last year's numbers on the conference template = the average of your two calculators.

Where the time went: every S and N duty, in minutes

Duty or task	Code	Days a week	Minutes a week	What I would do with this time	Who else could do it

Planned use of time for next year (for the annual administrator conference)

Direct %	Indirect %	Program planning %	Fair-share support %	Non-school-counseling %	Direct + indirect %

Talk about duties as trades: name the duty, the minutes, and the group or lessons the time would buy.

Coding quick reference (ASCA's five calculator categories)

D Direct	Instruction, appraisal and advisement, counseling: lessons, groups, individual counseling, advising
I Indirect	Referrals, consultation, collaboration: parent and teacher conferences, referrals, student teams
P Program planning	Defining, managing, assessing: data review, plans, scoring pre/post, reports, council prep
S School support	Fair-share responsibilities every staff member shares (ASCA's example: car duty)
N Non-school-counseling	Not a counselor's role: coordinating testing, covering classes, discipline, data entry

Three asks for the conference, each tied to a result for students

The ask (duty, days, minutes)	Minutes freed	What students get (group, lessons, time)	Agreed?
			☐
			☐
			☐

RAMP Section 4 and good practice checks

- ☐ One week in semester 1, one in semester 2 (4.3)
- ☐ Only one code per block (4.6)
- ☐ Average matches the conference template (4.4)
- ☐ Weeks from the year before the data year
- ☐ Five consecutive days, a typical week
- ☐ Codes match ASCA definitions (4.5)
- ☐ Duty-free lunch and breaks left blank
- ☐ ASCA's Excel file uploaded, not altered

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