

Time on Task

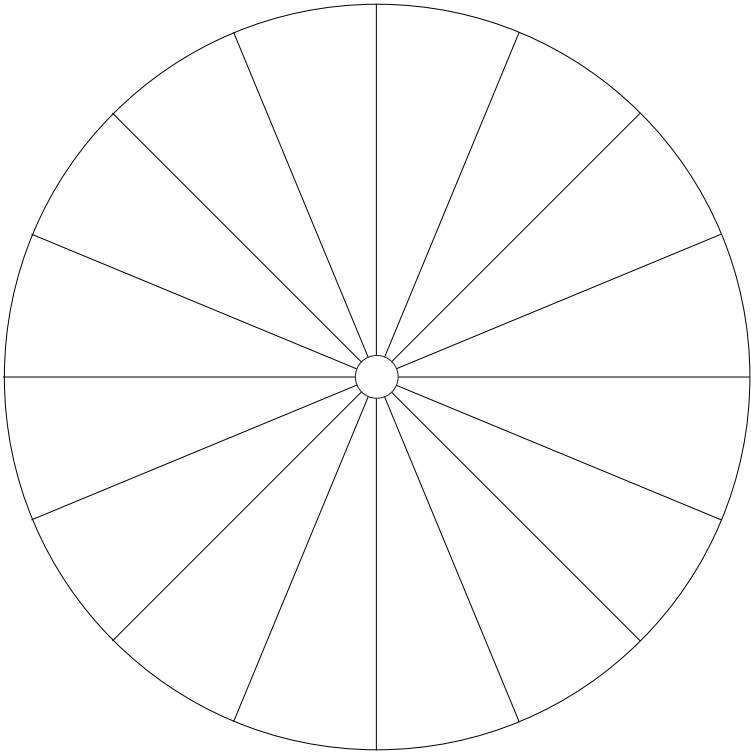
1. Review the list of tasks.
2. Are there any you would add?
3. What percentage of time do you think should be spent on each of these tasks?
4. What percentage of time do you think is being spent on these tasks?

TASKS	% OF TIME



TIME CHART

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Improve:	Yes	No
The Impact Cycle	<input type="radio"/>	<input type="radio"/>
Provide and manage resources	<input type="radio"/>	<input type="radio"/>
Walk-through observations	<input type="radio"/>	<input type="radio"/>
Substitute teaching	<input type="radio"/>	<input type="radio"/>
Cafeteria/bus duty	<input type="radio"/>	<input type="radio"/>
Professional learning communities	<input type="radio"/>	<input type="radio"/>
Meetings	<input type="radio"/>	<input type="radio"/>
Giving presentations	<input type="radio"/>	<input type="radio"/>
Assessments (analysis, reporting, testing, etc.)	<input type="radio"/>	<input type="radio"/>
Mentoring	<input type="radio"/>	<input type="radio"/>
Personal knowledge building	<input type="radio"/>	<input type="radio"/>