# Figure 3.1: Instructional Time Audit Tool

**Purpose:** To review how instructional time is currently spent and prioritize activities with the greatest impact on teaching and learning

---

**Step 1: Activities to Accomplish**

First, before starting your workday, write down the essential activities that you would like to accomplish. Next, use the following table to complete a time audit. List your activities, descriptions of them, the time spent per day, and the activities' ultimate purpose.

| Activity | Description | Time Spent per Day | Purpose |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Step 2: Audit Reflection**

Before a meeting with your partner, review your time audit and consider the following six questions.

1. Where do you spend the majority of your time?

2. Does your schedule currently prioritize high-impact instructional improvement (team and individual coaching, collaborative planning, teacher observations, and feedback)?

3. How closely does your schedule align with priorities outlined in phase 1? (See figure 1.2, page 31.)

4. What activities are currently consuming time but not directly improving instruction (for example, excessive administrative tasks, nonspecific check-ins, technology troubleshooting, or helping-hand tasks)?

5. Are there activities that need to be added to the calendar?

6. Are there activities that need to be avoided or abandoned?

**Step 3: Partner Discussion**

After collecting data, you and your partner can use the reflection questions to determine whether you need to adjust your calendars.