

SCHOOL LEADERSHIP TIME AUDIT TOOL

Today's Date:

Time at Work:

Today's Primary Tasks:

TASKS	COLOR EACH CIRCLE FOR EVERY 15 MINUTES SPENT
ADMINISTRATIVE TASKS	
PLANNING TIME	
MEETINGS	
STUDENT ENGAGEMENT	
INTERRUPTIONS	
LUNCH/BREAKS	
OTHER	

Details of Administration Tasks:	Details of Planning Time:	Details of Meetings:
Details of Student Engagement:	Details of Interruptions:	Details of Other: