Principal time tracker

1. Choose a "typical" day to audit your classroom time.
2. For each 15 mintues of class, check the box that best represents how that classroom time was spent.
3. At the end of the day, review your chart. Count the total number of boxes in each category and multiply that number by 15.
4. Record the total number of minutes spent for each category.

Time Interval (Break time slots into **15-minute** blocks of time)	Direct Instruction	Monitoring/Targeted Assistance	Small Group Instruction	Conferencing	Non-Instructional (e.g. attendance, passes, interruptions, fire drills)	Discipline
EX: 7:00-7:15 a.m.	☑	☐	☐	☐	☐	☐
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TOTAL NUMBER OF CHECKS X 15 minutes per check	_____	_____	_____	_____	_____	_____
TOTAL MINUTES						