

Table 4: Time (Minutes per Day)

Teacher Name _____

Activity	Students	Student Total	Teacher	Teacher Total
Change of classes				
Housekeeping				
Lunch				
Recess				
Taking attendance				
Testing				
Direct instruction				
Tutoring (one-on-one)				
Working alone				
Planning with other teachers				
Planning alone				
Grading papers				
Group work				
Student conference				
Other (list)				
Totals				