



Appendix M

Sample Weekly Planner

INTRODUCTION

The sample weekly planner contained in appendix M is a weekly calendar in an EXCEL format. It may be downloaded, copied, and printed. It may also be used electronically. There is space at the end of each day to indicate the number of blocks a school counselor devoted to the delivery of the program: Guidance and Counseling Curriculum, Individual Student Planning, Responsive Services, and System Support. School counselors may also indicate the number of blocks devoted to non-guidance and counseling duties. See Section III for a detailed discussion of how to determine which activities fit into each component.

Although the weekly calendar can be of great value in keeping track of time on task, its purpose is not for the conducting of a formal time/task analysis. An electronic version of a time task analysis survey has been developed. Appendix B provides the tools for conducting a formal time/task analysis.

**Missouri Comprehensive Guidance and Counseling Program
Weekly Planner**

Date: _____

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
7:00 AM						
7:15 AM						
7:30 AM						
7:45 AM						
8:00 AM						
8:15 AM						
8:30 AM						
8:45 AM						
9:00 AM						
9:15 AM						
9:30 AM						
9:45 AM						
10:00 AM						
10:15 AM						
10:30 AM						
10:45 AM						
11:00 AM						
11:15 AM						
11:30 AM						
11:45 AM						
12:00 PM						



**Missouri Comprehensive Guidance and Counseling Program
Weekly Planner**

Date: _____

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
12:15 PM						
12:30 PM						
12:45 PM						
1:00 PM						
1:15 PM						
1:30 PM						
1:45 PM						
2:00 PM						
2:15 PM						
2:30 PM						
2:45 PM						
3:00 PM						
3:15 PM						
3:30 PM						
3:45 PM						
4:00 PM						
	Num. Of Blocks %	Num. Of Blocks %	Num. Of Blocks %	Num. Of Blocks %	Num. Of Blocks %	
Curriculum						
Indiv. Plan						
Resp. Serv.						
Sys. Supp.						
Non Guid.						