

**USE-OF-TIME ANALYSIS: All Hours Feb 1 - Feb 28, 2026**

OK	CATEGORY GOAL	%TIME (Actual)	CATEGORY		%TIME	HOURS	FREQ.
✓	<b>Student Services</b> <b>80% or more</b>	<b>Direct Student Services</b> <b>57%</b>	Instruction	■	41.1	25.5	38
			Appraisal and Advisement	■	0	0.0	0
		<b>Indirect Student Services</b> <b>30%</b>	Counseling	■	15.7	9.8	26
			Referrals/Consultation/Collaboration	■	30.3	18.8	30
✓	<b>Program Planning &amp; School Support</b> <b>20% or less</b>	<b>12%</b>	Defining, Managing, Assessing Activities	■	10.0	6.2	5
			Fair-Share Responsibility Activities	■	2.0	1.3	1
✗	<b>Non-School-Counseling 0%</b>	<b>1%</b>	Non-School-Counseling Tasks	■	0.9	0.6	1

62 hours 101 events