

**USE-OF-TIME ANALYSIS: All Hours Jan 1 - Jan 31, 2026**

| OK | CATEGORY GOAL  | %TIME (Actual)                                 | CATEGORY                                 |   | %TIME | HOURS | FREQ. |
|----|--|--|--|---|-------|-------|-------|
| ✓  | <b>Student Services</b><br><b>80% or more</b>                      | <b>Direct Student Services</b><br><b>62%</b>   | Instruction                              | ■ | 37.2  | 30.8  | 49    |
|    |  |  | Appraisal and Advisement                 | ■ | 0     | 0.0   | 0     |
|    |  | <b>Indirect Student Services</b><br><b>34%</b> | Counseling                               | ■ | 24.3  | 20.1  | 52    |
|    |  |  | Referrals/Consultation/Collaboration     | ■ | 33.5  | 27.8  | 44    |
| ✓  | <b>Program Planning &amp; School Support</b><br><b>20% or less</b> | <b>5%</b>                                      | Defining, Managing, Assessing Activities | ■ | 3.8   | 3.2   | 5     |
|    |  |  | Fair-Share Responsibility Activities     | ■ | 1.2   | 1.0   | 1     |
| ✓  | <b>Non-School-Counseling 0%</b>                                    | <b>0%</b>                                      | Non-School-Counseling Tasks              | ■ | 0     | 0.0   | 0     |

83 hours 151 events