**School Counseling Weekly Calendar for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Use these time increments or update with time increments that work best for you.*

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| DATE⇒ | **Mon \_\_\_\_** | **Tues \_\_\_\_\_** | **Wed\_\_\_\_\_** | **Thurs\_\_\_\_\_** | **Fri\_\_\_\_\_** |
| 7–7:15 a.m. |  |  |  |  |  |
| 7:15–7:30 a.m. |  |  |  |  |  |
| 7:30–7:45 a.m. |   |   |   |   |   |
| 7:45–8 a.m. |   |   |   |   |   |
| 8–8:15 a.m. |   |   |   |   |   |
| 8:15–8:30 a.m. |   |   |   |   |   |
| 8:30–8:45 a.m. |   |   |   |   |   |
| 8:45–9 a.m. |   |   |   |   |   |
| 9–9:15 a.m. |   |   |   |   |   |
| 9:15–9:30 a.m. |   |   |   |   |   |
| 9:30–9:45 a.m. |   |   |   |   |   |
| 9:45–10 a.m. |   |   |   |   |   |
| 10-10:15 a.m. |  |  |  |  |  |
| 10:15–10:30 a.m. |   |   |   |   |   |
| 10:30–10:45 a.m. |   |   |   |   |   |
| 10:45–11 a.m. |   |   |   |   |   |
| 11–11:15 a.m. |   |   |   |   |   |
| 11:15–11:30 a.m. |   |   |   |   |   |
| 11:30–11:45 a.m. |   |   |   |   |   |
| 11:45 a.m.–12 p.m. |  |  |  |  |  |
| 12–12:15 p.m. |  |  |  |  |  |
| 12:15–12:30 p.m. |  |  |  |  |  |
| 12:30–12:45 p.m. |  |  |  |  |  |
| 12:45–1 p.m. |  |  |  |  |  |
| 1–1:15 p.m. |  |  |  |  |  |
| 1:15–1:30 p.m. |  |  |  |  |  |
| 1:30–1:45 p.m. |  |  |  |  |  |
| 1:45–2 p.m. |  |  |  |  |  |
| 2–2:15 p.m. |  |  |  |  |  |
| 2:15–2:30 p.m. |  |  |  |  |  |
| 2:30–2:45 p.m. |  |  |  |  |  |
| 2:45–3 p.m. |  |  |  |  |  |
| 3–3:15 p.m. |  |  |  |  |  |
| 3:15–3:30 p.m. |  |  |  |  |  |
| 3:30–3:45 p.m. |  |  |  |  |  |
| 3:45–4 p.m. |  |  |  |  |  |

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| Key | Direct Student Services – Counseling, Appraisal and Advisement, Instruction | Indirect Student Services – Collaboration, Consultation, Referral | Program Planning and School Support (includes Fair-Share Responsibilities)  | Non-School-Counseling Tasks |

Note: You may color-code your own calendar.