

Principal Weekly Time Log

Principal Name:

Day	Date	<i>Instruction-Related Classroom Visits</i>	<i>Instruction-Related Meetings With Teacher(s)</i>	<i>Instruction-Related Meetings With Instructional Teams</i>	<i>Instruction-Related Faculty Meetings</i>	<i>Instruction-Related In-Office Curriculum/Lesson Work</i>	<i>Non-Instruction-Related Meetings With Students</i>	<i>Non-Instruction-Related Meetings With Parents</i>	<i>Non-Instruction-Related Other Meetings</i>	<i>Non-Instruction-Related Student Supervision</i>	<i>Non-Instruction-Related Other</i>
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											

Total Minutes:

**Total Minutes
Instruction-Related for Week:**

**Total Minutes
Non-Instruction-Related for Week:**

Notes *(list other uses of time that aren't within the categories above and approximate hours and minutes devoted to them in the week)*