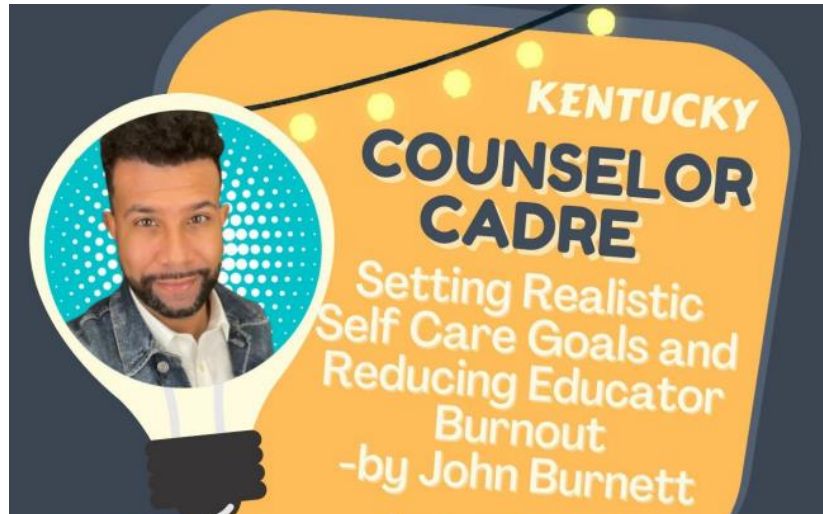


# Kentucky School Counselor Cadre - June 6, 2023



[Presentation Slides and Resources \(MAKE COPY\)](#)

[Presentation Recording](#)

**Breakout Room Activity:**

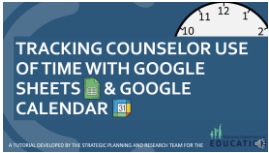





**Proactive Planning for next school year**

[Table with Ideas/Activities/Resources](#)

**Other Resources**

[The Fight: Self-care vs. Systemic Change](#) article by Mandy Froelich

## Statewide School Counselor Use of Time

Optional Platforms	Video Links (MP4) to Tutorials	QR Codes for Tutorials	Templates or Links	Who may like this tool?
<p>Google Calendar w/ Google Sheets</p>	 <p>TRACKING COUNSELOR USE OF TIME WITH GOOGLE SHEETS &amp; GOOGLE CALENDAR</p>	<p><a href="#">Counselor Use of Time Google Calendar and Sheets Version Video Tutorial</a></p> <p>25 minutes</p>		<p>This tool works best for those who love the Google platform. This tool is a great way to link your calendar to a report in google sheets. Simple adjustments to how you add events to your calendar will automatically generate a use of time report. This requires the user to use Google Calendar. This tool provides a detailed report that can be customized by the day, week, month, year, or any other specified range.</p>
<p>Google Sheets</p>	 <p>TRACKING COUNSELOR USE OF TIME WITH GOOGLE SHEETS</p>	<p><a href="#">Counselor Use of Time Google Sheets Version Video Tutorial</a></p> <p>8 minutes</p>	 <p><a href="#">Counselor Use of Time Google Form COPY ME June 2023</a></p>	<p>This tool is the simplest to use and prints out limited but helpful information. Users will copy the template and can input information into a simple form that will generate a simple year to date report of how they used their time. This is sufficient to satisfy any regulatory requirement but does not include very detailed information. This tool is best for those who simply are trying to track their time as required.</p>
<p>Microsoft Excel</p>	 <p>TRACKING COUNSELOR USE OF TIME WITH MICROSOFT EXCEL</p>	<p><a href="#">Counselor Use of Time Excel Version Video Tutorial</a></p> <p>18 minutes</p>	 <p><a href="#">Counselor Use of Time Excel Version June 2023 Download</a></p>	<p>This tool is for those folks who may be uncomfortable using Google or the cloud. It requires an excel file to be downloaded onto the user's desktop and requires limited data entry. However, this tool provides detailed information that can be customized and viewed on a monthly and/or year to date basis.</p>