

APPENDIX 3D

Allocated Versus Actual Timekeeper

Administrators, coaches, teachers, students, and even student teachers, interns, or volunteers can help keep track of allocated versus actual time for literacy, or for each active ingredient of literacy (see Chapter 4). Though you may not need to see literate activity 100 percent of the time, conversations about how time is spent, and whether it is being spent as intended, can be valuable for planning and understanding the rhythm of instruction across grades and classrooms.

Mins.	Allocated Describe how this time will be used	Actual Describe how this time was used
0–10		
10–20		
20–30		
30–40		
40–50		
50–60		
60–70		
70–80		
80–90		

Questions for Discussion

- How closely do allocated and actual times match?
- How often do you think this match occurs? (Is today usual, unusual, a periodic occurrence?)
- What factors most often interrupt time allocated for literacy?
- What factors support the use of time allocated for literacy?