

SLP Workload Data Sheet – Month: _____.

Directions: Write a tally mark for every 10 minutes of activity in the following categories. For example if you do 30 minutes of direct therapy you will write three tally marks (III) in the direct therapy section. Please try your best to make this a reflection of your daily work. This will be presented to our SPED and District Administration.

Workload Activities	Monday	Tuesday	Wednesday	Thursday	Friday
DSCtop Billing					
Lesson Prep					
AAC					
Evaluations					
Screenings					
Report Writing					
Direct Therapy					
Consultation					
Progress Reports					
Phone calls/Emails					
Observation					
IEP Meetings					
Due process Paperwork					
Non-IEP Meetings					
Scheduling/Rescheduling					
Professional Development					
Travel					
Other (list)					
Cancelled therapy (list reason) *give tally marks					
Work at Home					