

<b>How Do You Spend Your Work Day?</b>	
<b>Hours left in your workday:</b>	_____
<b>Daily Activities:</b>	Hours spent
Meetings:	
Telephone (Placing & Receiving):	
Email (Placing & Receiving):	
Actual Job Specific Duties:	
Networking:	
Future Planning:	
Completing Past Tasks:	
Ongoing Projects:	
Training:	
Other _____:	
Other _____:	