

Account-Type Time Log

Tasks and Activities	Hours
Work: Miscellaneous Office Work Phone/Email/Memos/Other Organizing Office/Filing/Computer	
Work: Budget & Planning Scheduling Budget Workload Strategic Plan/Policies & Procedures Daily Priorities/Time Management	
Work: Committees/Meetings Department Business Dean/College Business University Business Personnel/Staff Evaluation/Awards	
Work: Teaching, Advising, & Mentoring Preparing for Class/Grading Teaching Advising Student Complaints Observing Class/Mentoring	
Work: Outreach & Events Faculty/Staff Recruitment Community Outreach Network/Business Fundraising Student Recruitment/Awards Socials/Receptions/Events	
Work: Research/Professional Activities Investigation/Research Reading/Writing Articles Colloquia/Conferences Professional Organizations Grant Applications	
Other Sick Time/Doctor's Appointments	
Home & Commute Commute Exercise All Other	
TOTAL WORK HOURS TOTAL HOURS	

