

ASPCC-SE Work-Study Daily Log

Name: _____

Work should be outcome oriented. What was the outcome of your work today? Checking email is not an adequate outcome.

Monday/Date	Time In	Time Out	Total Hours Worked
Work Description:			

Tuesday/Date	Time In	Time Out	Total Hours Worked
Work Description:			

Wednesday/Date	Time In	Time Out	Total Hours Worked
Work Description:			

Thursday/Date	Time In	Time Out	Total Hours Worked
Work Description:			

Friday/Date	Time In	Time Out	Total Hours Worked
Work Description:			

Saturday/Date	Time In	Time Out	Total Hours Worked
Work Description:			

Total Hours Worked _____

Employee signature: _____