Work Activity Record

**Prework**This course will focus on helping professionals make wise choices in how they spend their time and energy at work. In preparation for the course, please use the attached tables to record your work activities for five days (if possible) before the program. In addition to tracking your activities, please record the amount of time you spent on each activity and the outcomes of your efforts.

Day One: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Activity** | **Outcome(s)** | **Time Invested** |
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Day Two: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Activity** | **Outcome(s)** | **Time Invested** |
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Day Three: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Activity** | **Outcome(s)** | **Time Invested** |
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Day Four: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Activity** | **Outcome(s)** | **Time Invested** |
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Day Five: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Activity** | **Outcome(s)** | **Time Invested** |
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