

DAILY WORK LOG FOR [NAME]

DATE:

PLAN: Below tasks are what I intend to complete for today. ("DT" before task name means Delegated Task ; Letter in parentheses after task is its work category – key is below)

Planned Tasks + meetings	Planned Tasks + meetings	Tasks to delegate to workers
1	5	D1
2	6	D2
3	7	D3
4	8	D4

REALITY

	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	LATER
<u>SEAT PLACEMENT</u>										

Key: LS= Lend Serv Dsk; H = Help Dsk; IN = Info Serv Dsk ; P = Pub Serv Dsk; ID = ID station ; B = Back Room

REACTIVE BEHAVIOR (In direct response to director's need, staff problem/note, or patron problem/note; EXCLUDES requests for Info Lit Workshops)

	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	LATER
Read Emails,Folder,phone msgs										
Acquisitions										
ID problem										
Staff problem-no tasks										
Staff problem-staff absences										

PROACTIVE BEHAVIOR (NOT in direct response to director's need, staff problem/note, or patron problem/note)

	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	LATER
ID station										
Info Lit workshops										
Lend Serv										
Liaison/Col Dev										
Staff - Mentees										

COMMENTS ON HOW DAY WENT: