

Example of Weekly Log

Name _____ Log for week of _____

MONDAY	First day of work - introduced to employees in the main branch. Went to Northside branch and set up for Director's meeting. Viewed slide presentation. Worked 8:00-1:30
TUESDAY	Attend marketing meeting. Met bank President, summarized marketing trends. Worked 9:00-3:00
WEDNESDAY	Started writing news story for one of local newspapers about United Way. Went to Dothan Advertising Association meeting. Worked 8:00-1:00
THURSDAY	Met with President Flatt, was given a project to do so the officers can keep up with employment trends, expenditure patterns, housing starts, etc. Worked 8:00-1:00
FRIDAY	Cut out articles, made file for information collected for officers meeting. Compiled information for a telephone survey. Worked 8:00-12:00

Total number of hours worked 25½