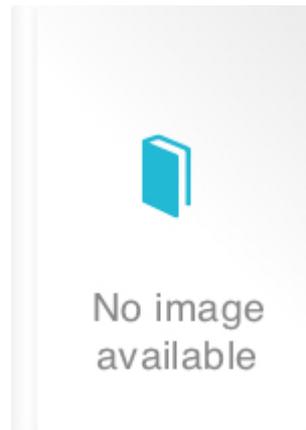


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Do you keep a record of what you do on your job?

Did you know that setting aside 15 minutes at the end of the day to record in a Work Log and reflect on your day can boost your efficiency and thus impact your career success?

In addition to this, a Work Log is a record of actions, events, accomplishments, and incidences. Record activities in your Work Log hourly, daily, weekly or even monthly. But why is it important to keep a Work Log? A Work Log:

- a. Helps to keep a record of your daily activities such as clocking in and clocking out times
- b. Helps to record tasks that you accomplish throughout the day,
- c. Can be used to keep only important information, without too much detail
- d. Allows you to record when and who gives you a task or to whom you give a task,
- e. Allows for easier preparation of reports by referring to your Work Log,
- f. Can be used to record sick days, absences, lunch time and even your salary,
- g. Provides a hard copy in your own handwriting,
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