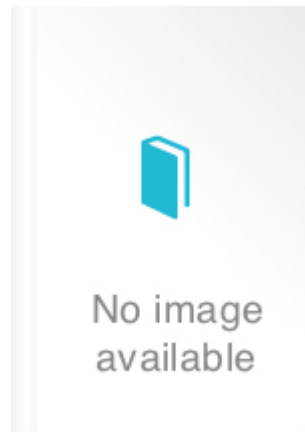


Download Lasting Floorworker Work Log : Work Journal, Work Diary, Log - 131 Pages, 8.5 X 11 Inches Key Work Logs



Author: Key Work Logs
Pages: 132 pages
ISBN: 9781979564687
Format: PDF
Size: 10.61 Mb

Do you have a job?

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,

h. Assists you in providing legal evidence in case of legal proceedings against you,

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Do you have a job?

Do you own a business?

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

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 daily, weekly or even monthly. But why is it important to keep a Work Log? A Work Log:

a. Helps to keep your thoughts together and visualize what is important

b. Helps to identify problems, take note of patterns, brainstorm for solutions, and set goals,

c. Is an effective tool for self-reflection, allowing you to improve your focus, patience, planning and personal growth

d. Allows you to record and list good ideas and compliments, as well as plans for the future,

e. Allows for easier preparation of reports by referring to your Work Log,

f. Assists you in providing legal evidence in case of legal proceedings against you,

g. Monitors the health of your business such that you can make sound decisions,

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