



Daily Work Log

Date: 3/23/20

Task Description	Start Time	End Time	Participant Contact hours
Example: Contact Student	9:00 a.m.	10:00 a.m.	
Example: Created Zoom meeting/webinar for students	11:00 a.m.	1:00 p.m.	

Date: 3/24/20

Task Description	Start Time	End Time

Date: 3/25/20

Task Description	Start Time	End Time



Daily Work Log

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Date: 3/26/20

Task Description	Start Time	End Time

Date: 3/27/20

Task Description	Start Time	End Time