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By Key Work Logs

Createspace Independent Publishing Platform, 2017.
 Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****.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,...



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