

Example of One Month of an Elected/Appointed Official's Record of Activities

APRIL

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<i>DO NOT INCLUDE ON CALL HOURS</i>						
					1	2
3	4 1:00-2:00 taxpayer meeting 2:00-3:00 return phone calls 12:00 mid - 1:00 emergency call re: dog warden 3 hrs.	5 12:00-3:00 prepare speech for 4/6 luncheon 3:00-4:00 return phone calls 4 hrs.	6 9:00-11:00 routine correspondence 1:00-3:00 guest speaker - luncheon mtg. 6:00-7:00 return phone calls 5 hrs.	7 9:00-9:30 conference call with East and North Anytowns 9:30-12:00 prepare for meeting on 4/13 1:00-2:00 return phone calls 4 hrs.	8 9:00-11:00 prepare speech and materials for 4/11 meeting 11:00-12:00 routine correspondence 4:00-5:00 return phone calls 4 hrs.	9 9:00-12:00 committee meeting on zoning 3 hrs.
10	11 8:00-10:00 guest speaker breakfast meeting Rotary Club 1:00-2:00 routine correspondence 2:00-3:00 return phone calls 4 hrs.	12 9:00-11:00 meeting with attorney-board issues 11:00-12:00 return phone calls 7:00-10:00 Board meeting 6 hrs.	13 9:00-10:00 travel to Anytown 10:00-1:00 meeting with East and North Anytowns 1:00-2:00 return travel 3:00-4:00 return phone calls 6 hrs.	14 9:00-11:00 finalize minutes of meeting 4/13 and distribute 1:00-3:00 routine correspondence 3:00-4:00 return phone calls 5 hrs.	15 9:00-12:00 budget preparation 12:00-1:00 return phone calls 4 hrs.	16
17	18 12:00-4:00 meeting with attorney-preparation for 4/25 meeting 6:00-7:00 return phone calls 5 hrs.	19 9:00-12:00 budget preparation 1:00-3:00 preparation for meeting 4/21 3:00-4:00 return phone calls 6 hrs.	20 10:00-12:00 routine correspondence 1:00-2:00 finalize arrangements for meeting 4/21 3:00-4:00 return phone calls 11:00-2:00 crisis meeting 7 hrs.	21 1:00-3:00 luncheon meeting with West Anytown 5:00-6:00 return phone calls 3 hrs.	22 11:00-12:00 finalize preparation for meeting 4/25 1:00-2:00 return phone calls 2 hrs.	23
24 5:00-7:00 travel to meeting site 2 hrs.	25 9:00-12:00 meeting session 1 Solid Waste Mgmt. with muni. assn. 1:00-3:00 session 2 5:00-8:00 dinner session and discussion 8 hrs.	26 10:00-12:00 return travel 1:00-3:00 finalize meeting notes 3:00-4:00 return phone calls 5 hrs.	27 11:00-12:00 budget preparation 12:00-2:00 opening day ceremony Little League 3:00-4:00 return phone calls 4 hrs.	28 9:00-11:00 prepare for budget meeting tonight 12:00-1:00 return phone calls 7:00-10:00 budget meeting 6 hrs.	29 12:00-2:00 routine correspondence 2:00-3:00 return phone calls 3 hrs.	30