

Incoming Phone Calls

Monday			Rank	#	Call Duration	Total Time	
Calls Answered	High	0					
	Med	0					
	Low	0					
Voicemail	High	0	Total Calls	0	Total	0:00	
	Med	0		Total VMs			1
	Low	1		No Messages			0

Tuesday			Rank	#	Call Duration	Total Time	
Calls Answered	High	0					
	Med	0					
	Low	0					
Voicemail	High	0	Total Calls	0	Total	0:00	
	Med	0		Total VMs			0
	Low	0		No Messages			0

Wednesday			Rank	#	Call Duration	Total Time	
Calls Answered	High	0					
	Med	0					
	Low	0					
Voicemail	High	0	Total Calls	0	Total	0:00	
	Med	0		Total VMs			0
	Low	0		No Messages			0

Thursday			Rank	#	Call Duration	Total Time	
Calls Answered	High	0					
	Med	0					
	Low	0					
Voicemail	High	0	Total Calls	0	Total	0:00	
	Med	0		Total VMs			0
	Low	0		No Messages			0

Friday			Rank	#	Call Duration	Total Time	
Calls Answered	High	0					
	Med	0					
	Low	0					
Voicemail	High	0	Total Calls	0	Total	0:00	
	Med	0		Total VMs			1
	Low	1		No Messages			0

Weekly Total			Rank	#	Call Duration	Total Time	
Calls Answered	High	0					
	Med	0					
	Low	0					
Voicemail	High	0	Total Calls	0	Total	0:00	
	Med	0		Total VMs			2
	Low	2		No Messages			0

In-Person Interruptions

Monday	Interruptions	#	Time
Work Related			
Necessary			
Not Necessary	0:04	1	0:04
Non-Work Related			
Necessary			
Not Necessary			
Totals		1	0:04

Tuesday	Interruptions	#	Time
Work Related			
Necessary			
Not Necessary	0:23 0:03	2	0:26
Non-Work Related			
Necessary			
Not Necessary			
Totals		2	0:26

Wednesday	Interruptions	#	Time
Work Related			
Necessary	0:01	1	0:01
Not Necessary			
Non-Work Related			
Necessary			
Not Necessary			
Totals		1	0:01

Thursday	Interruptions	#	Time
Work Related			
Necessary			
Not Necessary			
Non-Work Related			
Necessary			
Not Necessary	0:07	1	0:07
Totals		1	0:07

Friday	Interruptions	#	Time
Work Related			
Necessary	0:01	1	0:01
Not Necessary			
Non-Work Related			
Necessary	0:01	1	0:01
Not Necessary			
Totals		2	0:02

Weekly Total	Interruptions (if applicable)	#	Time
Work Related			
Necessary		2	0:02
Not Necessary		3	0:30
Non-Work Related			
Necessary		1	0:01
Not Necessary		1	0:07
Totals		7	0:40

Email Worksheet

Monday		Tick Marks	#
Must Take Action	Today	███ ███	8
	After Today		0
Must/Should Read		███ ███	8
Want to Read/File		███	5
Delete or file w/o reading		███ █	6
Unsubscribed	2	██	2
Total Received			27
Total Sent			16

Tuesday		Tick Marks	#
Must Take Action	Today	███	5
	After Today		0
Must/Should Read		███	3
Want to Read/File		█	1
Delete or file w/o reading			0
Unsubscribed	0		0
Total Received			9
Total Sent			12

Wednesday		Tick Marks	#
Must Take Action	Today	████	4
	After Today		0
Must/Should Read		███ ██	7
Want to Read/File		██	2
Delete or file w/o reading		████	4
Unsubscribed	2	██	2
Total Received			17
Total Sent			14

Thursday		Tick Marks	#
Must Take Action	Today	█	1
	After Today		0
Must/Should Read		███	5
Want to Read/File			0
Delete or file w/o reading		█	1
Unsubscribed	1	█	1
Total Received			7
Total Sent			3

Friday		Tick Marks	#
Must Take Action	Today	███	5
	After Today		0
Must/Should Read		███ ███ █	11
Want to Read/File		██	2
Delete or file w/o reading		███	5
Unsubscribed	1	█	1
Total Received			23
Total Sent			10

Weekly Total		Tick Marks (if applicable)	#	%
Must Take Action	Today		23	27.7
	After Today		0	0.0
Must/Should Read			34	41.0
Want to Read/File			10	12.0
Delete or file w/o reading			16	19.3
Total Received			83	100.0
Total Sent			55	