

Contract hours: 7:10 - 2:40

This log sheet will provide personal data on the hours I work outside my set contract time. This log will keep record of start and stop times of work, as well as what I was doing during that work time.

Week 1 (10/21-10/27)	Date	Start	Stop	What I did	Total Time Worked
Monday	10/21/19	6:20	7:10	Found copier that worked, copies, stapled copies, prepped board, arranged class, set up desks, cleaned room	50
	10/21/19	6:07	6:53	TDQs for tomorrow's TTT, added answers to Canvas, started groupings for jigsaw on Thursday,	54
	10/21/19	8:59	9:46	Finished groups, created organizer for jigsaw on Thursday, added to LP, brainstormed what to do for Wednesday	47
Tuesday	10/22/19	6:20	7:10	Printed TDQs, set up tables, cleaned room, sent PLC email, organized area	50
	10/22/19	2:40	3:20	Submitted attendance, checked in on other teachers TLC for PLC	40
	10/22/19	4:32	5:37	Decided on video for HH content cluster meeting, left comments of my thinking and questions/needs for help. uploaded video and various files for content cluster. Had to try multiple times, many lags.	65
	10/22/19	7:48	8:00	Found pictures on internet of paintings, posted questions about The Odyssey on Instagram, to quiz and have fun	12
Wednesday	10/23/19	3:07	4:10	Finished lesson plan for today, finished grouping, uploaded all in Canvas	63
	10/23/19	6:20	7:10	Prepped classroom, checked email, cleaned tables, finishing touches	50
	10/23/19	1:20	4:25	HH meeting, prepper for formal, printed for formal, emails	185
Thursday	10/24/19	6:15	7:10	Set room up for formal, respond to emails, prep board, prep group documents	65
	10/24/19	2:40	4:30	Poetry club, Hollyhock homework, reflection on formal, create lessonplan for Friday, view PMA scores	110
Friday	10/25/19	6:25	7:10	Prep for the day, write on the board directions, read emails, orgaize space.	45
	10/25/19	2:40	4:56	Input grades, add to lesson plan, create quiz for Monday, start sorting PMA grades to be input ASAP, write parent emails for absent students, respond to parent emails for absent students, write emails of appreciation and thank you to coworkers, clean classroom for Monday, review INFC	136
		5:22	5:50	Added to quiz for Monday	32
Saturday	10/26/19	7:30	7:48	Sorted and organized student data in sheets	18
		8:46	9:24	Contonued rganization for rest of the year, input PR and RC in sheets	38
		9:27	10:26	Finished organization, continued quiz for Monday	59
		10:46	11:18	Quiz for Monday	34
		11:23	11:53	Finished quiz for Monday, updated Canvas layout, read emails, organized GDrive	30
Sunday					1183 minutes
					19.72 hours