

## Time Recording Log Instructions

<b>Purpose</b>	<ul style="list-style-type: none"> <li>- This form is for recording time spent on this course.</li> <li>- Use the pages at the back of the engineering notebook for the Time Recording Log.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>- Record all the time spent on this course.</li> <li>- Record the time in minutes.</li> <li>- Be as accurate as possible.</li> </ul>
<b>Header</b>	Enter the following: <ul style="list-style-type: none"> <li>- your name and today's date,</li> <li>- the instructors name and the course name or number.</li> <li>- Make sure your name is on any Time Recording Log copies you turn in with your homework.</li> </ul>
<b>Date</b>	Enter the date when the entry is made.
<b>Example</b>	9/14/96
<b>Start</b>	Enter the time when you start working on a task.
<b>Example</b>	9:15
<b>Stop</b>	Enter the time when you stop working on that task.
<b>Example</b>	11:59
<b>Interruption Time</b>	Record any interruption time that was not spent on the task and the reason for the interruption. If you have several interruptions, enter their total time.
<b>Example</b>	5+3+22, break, phone, chat
<b>Delta Time</b>	Enter the clock time you spent working on the task, less the interruption time.
<b>Example</b>	From 9:15 to 11:59, less 30 minutes or 134 minutes.
<b>Activity</b>	Enter the name or other designation of the task or activity being worked on.
<b>Example</b>	Review
<b>Comments</b>	Enter any other pertinent comments that might later remind you of any unusual circumstances regarding this activity.
<b>Example</b>	Quiz prep
<b>C (Completed)</b>	When a task is completed, check this box.
<b>Example</b>	At 7:45 on 9/9, you completed reading one or more chapters, so check this box.
<b>U (Units)</b>	Enter the number of units of work you completed.
<b>Example</b>	From 6:25 to 7:45 on 9/9 you read two chapters, so enter 2.
<b>Important</b>	Record all your time for this course. If you forget to record a time, promptly enter your best estimate. If you forget your Time Recording Log, note the times and copy them in your log as soon as you can.