**ADMINISTRATION WEEKLY TIME LOG:**

|  |  |  |  |
| --- | --- | --- | --- |
| DAY: | HOURS: | TASKS/TIME: | OUTSTANDING ITEMS: |
| MONDAY | *Eg: 8.30-5.30 (30mins lunch)* | *Eg… Timesheets 8-1*  *Lunch1-1.30*  *Enrolments: 1.30-4* |  |
| TUESDAY |  |  |  |
| WEDNESDAY |  |  |  |
| THURSDAY |  |  |  |
| FRIDAY |  |  |  |
| SATURDAY |  |  |  |
| SUNDAY |  |  |  |
| TOTAL HOURS: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| EDUCATORS CALLED THIS WEEK: | *Eg. Leanne Partridge* | **FEEDBACK FROM CALLS:** | *Eg Admin is amazing* |
|  | *1.* |  |  |
|  | 2. |  |  |
|  | 3. |  |  |
|  | 4. |  |  |
|  | 5. |  |  |
|  |  |  |  |
| OTHER FEEDACAK/RESOURCES REQUIRED: | Eg. I need highlighters  I would like to see ducks kept in the office |  |  |
| NEW ENROLMENTS COMPLETED/STATE: | Eg… QLD: 5 NSW: 6 |  |  |