**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 highlightersI would like to see ducks kept in the office |  |  |
| NEW ENROLMENTS COMPLETED/STATE:  | Eg… QLD: 5 NSW: 6 |  |  |