

## GENERAL TIME AND EFFORT FORM

Name: \_\_\_\_\_ Project: \_\_\_\_\_

### HOW MUCH TIME DO YOU SPEND ON YOUR PROJECT?

Use a calendar to record time you spend on your project each day, then record the monthly totals below. Don't forget to include both club meetings and individual work.

	What did you do?	Total Hours	Comments
<b>Oct.</b>			
<b>Nov.</b>			
<b>Dec.</b>			
<b>Jan.</b>			
<b>Feb.</b>			
<b>Mar.</b>			

**Total Hours  
(pg. 1)**

	What did you do?	Total Hours	Comments
Apr.			
May			
Jun.			
Jul.			
Aug.			
Sep.			

**Total Hours  
(pg. 2)**

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<i>Total Hours (pg .1)</i>	<i>Total Hours (pg. 2)</i>	<i>Total Project Hours</i>
	+	=