**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**  |
| **Oct.** |  |  |  |
| **Nov.** |     |    |    |
| **Dec.** |    |    |    |
| **Jan.** |    |    |    |
| **Feb.** |    |    |    |
| **Mar.** |    |    |    |
|  | **Total Hours****(pg. 1)** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **What did you do?** | **Total Hours** | **Comments** |
| **Apr.** |  |  |  |
| **May** |  |  |  |
| **Jun.** |  |  |  |
| **Jul.** |  |  |  |
| **Aug.** |  |  |  |
| **Sep.** |  |  |  |
|    | **Total Hours** **(pg. 2)**  |    |   |

|  |  |  |
| --- | --- | --- |
| ***Total Hours (pg .1)*** | ***Total Hours (pg. 2)*** | ***Total Project Hours*** |
|  | +  | =  |