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)			

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	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*
	+	=

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