

## Notes on Time Spent During Week of May 19-23

Mon.

May 19	Processing postal mail	1 1/2 hrs
	Answering e-mail	1 hr
	Handling telephone calls	1 3/4 hrs
	Answering voice mail	3/4 hr
	Revising draft of report for Ms. Azam	2 hrs
	Filing	1/2 hr
	Total	<hr/> 7 1/2 hrs

Tues.

May 20	Processing postal mail	1/2 hr
	Answering e-mail	1/2 hr
	Handling telephone calls	1 hr
	Answering voice mail	1 hr
	Verifying statistical data using word processor (for Mr. Levine)	2 1/2 hrs
	Revising draft for Ms. Azam	1 hr
	Filing	1/2 hr
	Replenishing office supplies	1/2 hr
	Total	<hr/> 7 1/2 hrs

Wed.

May 21	Processing postal mail	1 hr
	Answering e-mail	1 hr
	Handling telephone calls	1 1/2 hrs
	Answering voice mail	1/2 hr
	Filing	1/2 hr

Receiving callers for Mr. Wilson	1/2 hr
Making final copy of report for Ms. Azam	2 hrs
Keying data for Mr. Wilson	1/2 hr
Total	<hr/> 7 1/2 hrs

Thurs.

May 22	Processing postal mail	1 hr
	Answering e-mail	1 hr
	Handling telephone calls	2 hrs
	Answering voice mail	1/2 hr
	Revising draft of a report for Mr. Wilson	2 hrs
	Filing	1/2 hr
	Receiving callers for Mr. Wilson	1/2 hr
	Total	<hr/> 7 1/2 hrs

Fri.

May 23	Processing postal mail	1 hr
	Answering e-mail	1 hr
	Handling telephone calls	1 hr
	Answering voice mail	1/2 hr
	Drafting report for Ms. Azam	2 hrs
	Preparing final copy of report for Mr. Levine	1 hr
	Filing	1/2 hr
	Planning work for following week	1/2 hr
	Total	<hr/> 7 1/2 hrs