**PERFORMANCE MANAGEMENT – 2018-19**

**Record Sheet – June - December**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE EXPLAIN INITIALS AND ACRONYMS.** Category totals - Please keep track of your time in hours and partial hours as a % in decimal form.

**15 minutes = .25**

**30 minutes = .50**

**45 minutes = .75**, etc.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **TIME OF DAY** | **COMPLETE DESCRIPTION OF EVENT** | **HOURS PER CATEGORY** | | | | | |
|  | | | **A** | **B** | **C** | **C**  **State and national**  **leadership** | **D**  **Outside of contract** | **D**  **Within**  **the contract** |
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|  |  | **TOTAL HOURS HERE FOR EACH COLUMN** |  |  |  |  |  |  |