

See pg. 17 for an example of how to fill out this work log.

— CM153PR —

PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 1

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

— CM153PR —

PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 2

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

— CM153PR —

PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 3

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

— CM153PR —

PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 4

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

— CM153PR —

PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 5

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

— CM153PR —

PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 6

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

— CM153PR —

PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 7

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

— CM153PR —

PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 8

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

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PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 9

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

— CM153PR —

PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 10

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

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PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 11

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

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PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 12

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

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PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 13

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

— CM153PR —

PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 14

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

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PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 15

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

See pg. 17 for an example of how to fill out this work log.

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PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

WEEK No. 16

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Project Sponsor/Supervisor Signature: _____

PUBLIC RELATIONS LAB

WORK LOG & PROGRESS TRACKER

EXAMPLE [How to fill it out.]

DAY	TIME <i>Start</i>	TIME <i>Finish</i>	HOURS	DESCRIPTION OF WORK
Sunday <i>Oct. 7, 2018</i>				
Monday <i>Oct. 8, 2018</i>	<i>6 p.m.</i>	<i>7 p.m.</i>	<i>1 hour</i>	<i>Meeting with client. Discussed campaign goals. Mapped out plan with deadlines.</i>
Tuesday <i>Oct. 9, 2018</i>	<i>1:15 p.m.</i>	<i>2:45 p.m.</i>	<i>1.5 hours</i>	<i>Wrote press release promoting upcoming event.</i>
Wednesday <i>Oct. 10, 2018</i>	<i>8:30 a.m. 1:00 p.m.</i>	<i>12 p.m. 3:30 p.m.</i>	<i>6 hours</i>	<i>Contacted event locations and vendors to check availability for upcoming event.</i>
Thursday <i>Oct. 11, 2018</i>	<i>11 p.m.</i>	<i>2 a.m.</i>	<i>3 hours</i>	<i>Create promotional website.</i>
Friday <i>Oct. 12, 2018</i>				
Saturday <i>Oct. 13, 2018</i>	<i>10 a.m.</i>	<i>2 p.m.</i>	<i>4 hours</i>	<i>Create brochure for client.</i>

Be sure to write the date in.

Be as specific as possible.

Project Sponsor/Supervisor Signature: _____

Make sure to get your sponsor/supervisor to sign off on your work . . . this does not mean the instructor.