**Labor Log**

English 110 | City College of New York

For this course, you will use **labor logs** to document and reflect on what you spend your time on each week—whether for this class or beyond class (e.g., in your other classes, work, family, etc.). Feel free to write as much detail as is helpful to you.

Download this document, save it to your computer, update and save it each week, and upload/submit the latest version for each due date (see our course calendar for due dates).

The benefits of labor logs include you

* Paying close attention to (and hopefully improving) your management of time
* Making transparent (to yourself and instructor) how long it takes to complete coursework
* Making transparent (to yourself and instructor) how long it takes to address other things
* Acknowledging (and giving yourself credit for) what occupies your time
* Gaining perspectives on your writing (and other work) habits and practices
* Setting intentions to identify (and aim to achieve) new goals

Labor logs are **not** about you

* competing for how much work gets done or how long/little you spend doing it
* being rewarded or punished for what’s completed or not
* divulging personal and private information
* judging yourself

Instead, use this labor log to document the reality of what you’re working on **for this class** each week and an accurate record of how long it takes you. This way, you can make informed decisions about how things are going and what goals you have. If it also helps to think through and share what occupies your time outside of this class, add **optional** details in the **“Beyond class”** rows.

|  |  |  |  |
| --- | --- | --- | --- |
| Week of | Description of Labor (What you spent time on) | Time Spent | Mini-Reflections on This Week & Intentions for Next Week |
| *Example* | For this class:  *I created 10 interview questions based on the lesson about using open-ended questions.* | *30 minutes* | *I’m happy with my interview questions and was surprised by my tendency to ask closed-ended questions. I wanted to also start writing my draft but didn’t get around to it. Next week seems busier so I’m worried about finding time.* |
|  | Beyond class:  *I worked at my part-time job and had care giving responsibilities.* | *30 hours* | *Most of my time this week was spent working and caring for my nephew. I carved out quiet time to work, thankfully.* |
| Sept 1 | For this class: |  |  |
|  | Beyond class: |  |  |
| Sept 8 | For this class: |  |  |
|  | Beyond class: |  |  |
| Sept 15 | For this class: |  |  |
|  | Beyond class: |  |  |
| Sept 22 | For this class: |  |  |
|  | Beyond class: |  |  |
| Sept 29 | For this class: |  |  |
|  | Beyond class: |  |  |
| Oct 6 | For this class: |  |  |
|  | Beyond class: |  |  |
| Oct 13 | For this class: |  |  |
|  | Beyond class: |  |  |
| Oct 20 | For this class: |  |  |
|  | Beyond class: |  |  |
| Oct 27 | For this class: |  |  |
|  | Beyond class: |  |  |
| Nov 3 | For this class: |  |  |
|  | Beyond class: |  |  |
| Nov 10 | For this class: |  |  |
|  | Beyond class: |  |  |
| Nov 17 | For this class: |  |  |
|  | Beyond class: |  |  |
| Nov 24 | For this class: |  |  |
|  | Beyond class: |  |  |
| Dec 1 | For this class: |  |  |
|  | Beyond class: |  |  |