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| Work Calendar Time Sheet Due: **February 28th**  **Journal Assignment:** Write a one page paper on what you think the top five most important factors that determine whether someone is a good leader. (Ex. They are…they have…they do….) Who is the best leader that you have ever personally met and why do you feel that way? Include at least 2 things that you can work on to be a better leader. | February 2017—Work Calendar Time Sheet Heather Edwards 890-6141 ext 23182 heather.edwards@colquitt.k12.ga.us  Gene Hart 890-6141 ext 23172 gene.hart@colquitt.k12.ga.us  Gail Thompson 890-6141 ext 23162 [gail.thompson@colquitt.k12.ga.us](mailto:gail.thompson@colquitt.k12.ga.us) | | | | | | | |
|  |  |  | 1  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 2  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 3  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 4  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ |
| 5  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 6  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 7  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 8  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 9  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 10  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 11  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ |
| 12  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 13  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 14  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 15  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 16  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 17  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 18  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ |
| 19  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 20  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 21  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 22  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 23  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 24  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 25  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ |
| 26  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 27  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ | 28  In:\_\_\_\_\_\_\_\_  Out:\_\_\_\_\_\_\_  Total:\_\_\_\_\_\_ |  |  |  |  |

Instructions Student Name Total Hours Work x Hourly Rate = Total Pay

1. Record In/Out time for each day of the month you worked. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Record Total hours you worked for each day of the month.
3. Complete info at the right. Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_