

<b>Dates</b>	<input type="text"/>	to	<input type="text"/>
<b>Job</b>	<input type="text"/>		

# Journal

Personal/Private

**Do not leave  
unattended**



**Guidelines**

**PURPOSE**

Keeping a work journal is your first line of defense, and its importance cannot be overemphasized. Your employer has numerous documents for you, which may include: original application and resume, criminal background, credit checks, information from previous employers and personal references, driving record, attendance records, signed confidentiality agreements, training history and much more. So ask yourself: what documentation do you have about yourself and your employer? The purpose of this journal is to help even the playing field when it comes to documentation - but it only works if you use it. Create the habit of setting aside a few moments each work day to document what happened. A work journal is a powerful tool that serves to protect not only you, but your family and co-workers as well. In the event of future conflict between you and your employer, it could be a deciding factor in who wins. This journal will help to ensure that you do not enter that fight empty-handed.

**HOW TO USE**

Always remember to print clearly, as these documents are not only intended for your reference, but also for others, in case they're needed in any dispute with your employer. Remember these documents may be copied many times when going to court and that would degrade their clarity.

**TITLE PAGE:**

1) Across the title page, in the set of

boxes marked 'dates', there is a space for two dates. Enter the date you are starting your work journal now, and when you have completed the last entry, enter the second date, before archiving. This will allow for easier reference when going through your past journals for a particular incident.

2) Next to the box marked 'job', put the name of your employer and your official job title, as it appears on your employment agreement or work identification. If they are different, put both.

**DAILY ACTIVITY PAGE:**

On this page you will see several boxes for the days of the week, scheduled shift etc.

**DAY OF WEEK:**

Write the full name of the day, Monday, Tuesday, Wednesday etc. This will help to prevent any future problems.

**SCHEDULED SHIFT:**

Write the start and end time of your shift as it was given to you by your employer. Make a copy of your schedule and keep it with your work journal.

**DATE:**

Write today's date. For example: 02-19-12.

**CLOCK IN TIME:**

Write the actual time you clocked in.

**CLOCK OUT TIME:**

Write the actual time you clocked out.

**NOTE:**

It is very important that you make

**Summary of the week (rubrics, policies, job descriptions)**

Blank lined area for writing a summary of the week.

<b>Day of week (MTWTFSS)</b>						<b>Scheduled shift</b>			
<b>Date (month/day/year)</b>						<b>Clock-in time</b>		<b>Clock-out time</b>	
<b>Relevant People on shift</b>			<b>Responsibilities (tasks)</b>				<b>Clock-in/ Clock-out</b>		

  

<b>Notes</b>

<b>Guidelines</b>	
<p>a copy of your completed time card each week, and keep it with your work journal. Also, compare a copy of your pay stub with the copy of your time card, to make sure that you are being paid for all the hours that you worked.</p> <p><b>RELEVANT PEOPLE ON SHIFT:</b> In this box, put the name of the relevant people who work with you on your shift, including their job title and primary responsibility. Start with your immediate supervisor if they are on duty, and include their supervisor if they are also present. Include critical team members that you work with directly, and/or who have a significant impact on your daily work flow. For example: immediate supervisor, dock worker who unloads truck, fork lift driver, head cook, cashier, etc.</p> <p><b>CLOCK IN / CLOCK OUT:</b> Write the time that each of these people clocked in or out. If you are unsure, write the time that you saw them arrive on the job site, and leave for the day. This is important if, for instance: you have a boss who doesn't spend much time on site, a work place that is not properly staffed, or employees working different hours than what are being reported by your employer.</p> <p><b>NOTES:</b> In this section, write about whatever is on your mind as it pertains to your work day. Some starter points: Were you able to take your scheduled breaks? Did anything good or bad happen? Did you have a discussion with your boss? Was anyone</p>	<p>disciplined – or praised - by management? Often management will praise a worker for taking shortcuts, or doing something that could hurt you or your fellow workers. Make note of anything that sticks out in your mind. How do you feel the day went? How do you think your coworkers think the day went? What is the overall attitude of your work place? Were you asked to do something that you normally do not do? Did you receive any memos or changes to your job description? If you did, then make a copy for your records. These are just some guidelines to help guide and encourage you to make notes about your job.</p> <p>Often, after a workplace disaster, it is found that there is not just one thing that led to it, but a chain of events. Documenting your workday can be key to identifying and fixing these problems. It can also be the evidence needed to exonerate you, or your fellow workers, in the event of a future conflict, and put the blame squarely where it belongs - on your employer.</p> <p>Always remember that you are the most important person at your job, and you owe it to yourself to make sure that you have the tools that you need to protect yourself. This work journal is a big step in making sure that you do.</p> <p>In solidarity, Fellow Worker Troy General Defense Committee Chairman Tulsa GMB-IWW TulsaGMB@iww.org iww.org/PDF/Organize/JobJournal.pdf</p>





