

**ADMINISTRATIVE ACTIVITY LOG**

NAME: \_\_\_\_\_

PROJECT: \_\_\_\_\_

DATE: \_\_\_\_\_

BACKGROUND INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| DESCRIPTION OF ASSIGNMENT | PURPOSE | STEPS/PRIMARY ACTIVITIES | TARGET DATE FOR COMPLETION/STEP | RESOURCES NEEDED | POTENTIAL OBSTACLES |
|---------------------------|---------|--------------------------|---------------------------------|------------------|---------------------|
|                           |         |                          |                                 |                  |                     |

| SUMMARY OF PROGRESS TO DATE | ASSESSMENT OF ACTIVITY | FEELINGS & REFLECTIONS |
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**BRIEFLY PRESENT YOUR IMPRESSION OF THE SITUATION:**

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**PLANS FOR FUTURE ACTION:**

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**IDENTIFY QUESTIONS FOR CONFERENCE WITH YOUR FIELD INSTRUCTOR:**

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