

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

Journal

Personal/Private

**Do not leave
unattended**



Day of week (MTWTFSS)	Scheduled shift	
Date (month/day/year)	Clock-in time	Clock-out time

Relevant People on shift	Responsibilities (tasks)	Clock-in/Clock-out

Notes

Guidelines

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.

RELEVANT PEOPLE ON SHIFT:

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.

CLOCK IN / CLOCK OUT:

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.

NOTES:

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 disciplined – or praised - by management? Often management will praise a worker for taking shortcuts, or

doing something that could hurt your 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? Did you have a discussion with the boss? 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.

Often, after a workplace disaster has happened, it is found that there is not just one thing that led to it, but a chain of events. It is often not one big thing that causes problems in the workplace, but multiple ongoing problems that eventually get out of hand. Your documentation can be the key to fixing the 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.

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.

In solidarity,
 Fellow Worker Troy
 General Defense Committee Chairman
 Tulsa GMB-IWW
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