**January (Example)**

| **Date:** |  | **Accomplishment:** | **Time or Cost Savings?** | **Notes or Comments:** |
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| **1/2** |  | Organized the accounting file cabinet so we’re ready for the upcoming year. Cleared out the old files and got them ready for storage according to the document retention policy. |  |  |
| **1/3** |  | Attended a webinar on budget and expenses tracking so I can implement new tools into my process. | Estimate that this class saved me at least 1 hour of time doing personal research |  |
| **1/3** |  | Created a project plan to keep myself on track for documenting my office procedures during Q1 20XX. |  |  |
| **1/10**  |  | Assisted John Jones in creating a complete project plan for the 20XX annual sales and marketing team golf outing in Phoenix, Arizona. |  | Add this to my resume under “Accomplishments” |
| **1/13** |  | Successfully planned and executed all of the details for the first Board of Directors meeting of 20XX. My executive commented that this was the least stressful experience he’s ever had in preparing for a quarterly board meeting. |  | Be sure to include Executive’s positive comments in my professional portfolio |
| **17** |  | Registered and began studying for my Professional Administrative Certification of Excellence (PACE) exam!  |  | Find a study group on the ASAP Circle |
| **1/21** |  | Created procedures for how to sort the mail, how to route contracts, and how to order office supplies.  |  | Use the office supply procedure for my professional portfolio |
| **1/24**  |  | Set up the recurring monthly meetings for our department staff meeting for the rest of the year.  |  |  |
| **1/30** |  | Took an Advanced AI class online and received a certificate. Immediately implemented what I learned on an expense report for Tom Brown. | Estimate that this class saved me at least 45 min. of time working on this in Excel | Add this to my resume under “Certifications” |

**February**

| **Date:** | **Accomplishment:** | **Time or Cost Savings?** | **Notes or Comments:** |
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**March**

| **Date:** | **Accomplishment:** | **Time or Cost Savings?** | **Notes or Comments:** |
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**April**

| **Date:** | **Accomplishment:** | **Time or Cost Savings?** | **Notes or Comments:** |
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**May**

| **Date:** | **Accomplishment:** | **Time or Cost Savings?** | **Notes or Comments:** |
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**June**

| **Date:** | **Accomplishment:** | **Time or Cost Savings?** | **Notes or Comments:** |
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**July**

| **Date:** | **Accomplishment:** | **Time or Cost Savings?** | **Notes or Comments:** |
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**August**

| **Date:** | **Accomplishment:** | **Time or Cost Savings?** | **Notes or Comments:** |
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**September**

| **Date:** | **Accomplishment:** | **Time or Cost Savings?** | **Notes or Comments:** |
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**October**

| **Date:** | **Accomplishment:** | **Time or Cost Savings?** | **Notes or Comments:** |
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**November**

| **Date:** | **Accomplishment:** | **Time or Cost Savings?** | **Notes or Comments:** |
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**December**

| **Date:** | **Accomplishment:** | **Time or Cost Savings?** | **Notes or Comments:** |
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