|  |  |  |
| --- | --- | --- |
| Time Analysis - Emma, 28th August - 3rd September 2019 | |  |
| 11%  16%  6%  23%  6%  7%  25% 3%  3% | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| Categories | Hours |  |
| Office Hours | 5 |  |
| Union Meetings | 10.5 |  |
| University Meetings | 3 |  |
| GOATing |  |  |
| Committee Meetings | 1.5 |  |
| Social Media |  |  |
| Community | 1.5 |  |
| Training/Conferences | 11.5 |  |
| Travel | 3 |  |
| Social Events | 3 |  |
| Annual Leave/Out of Office | 7.5 |  |
| Total: | 46.5 |  |
| No | tes |  |
| Please note that Emma was on annual leave on 30th September. On 2nd September, Emma attended Stephen Dowson Training.  Emma attended the Staff Away Day to Loughborough on 3rd September. | |  |

Office Hours

GOATing Community Social Events

Union Meetings University Meetings

Committee Meetings Social Media

Training/Conferences Travel Annual Leave/Out of Office