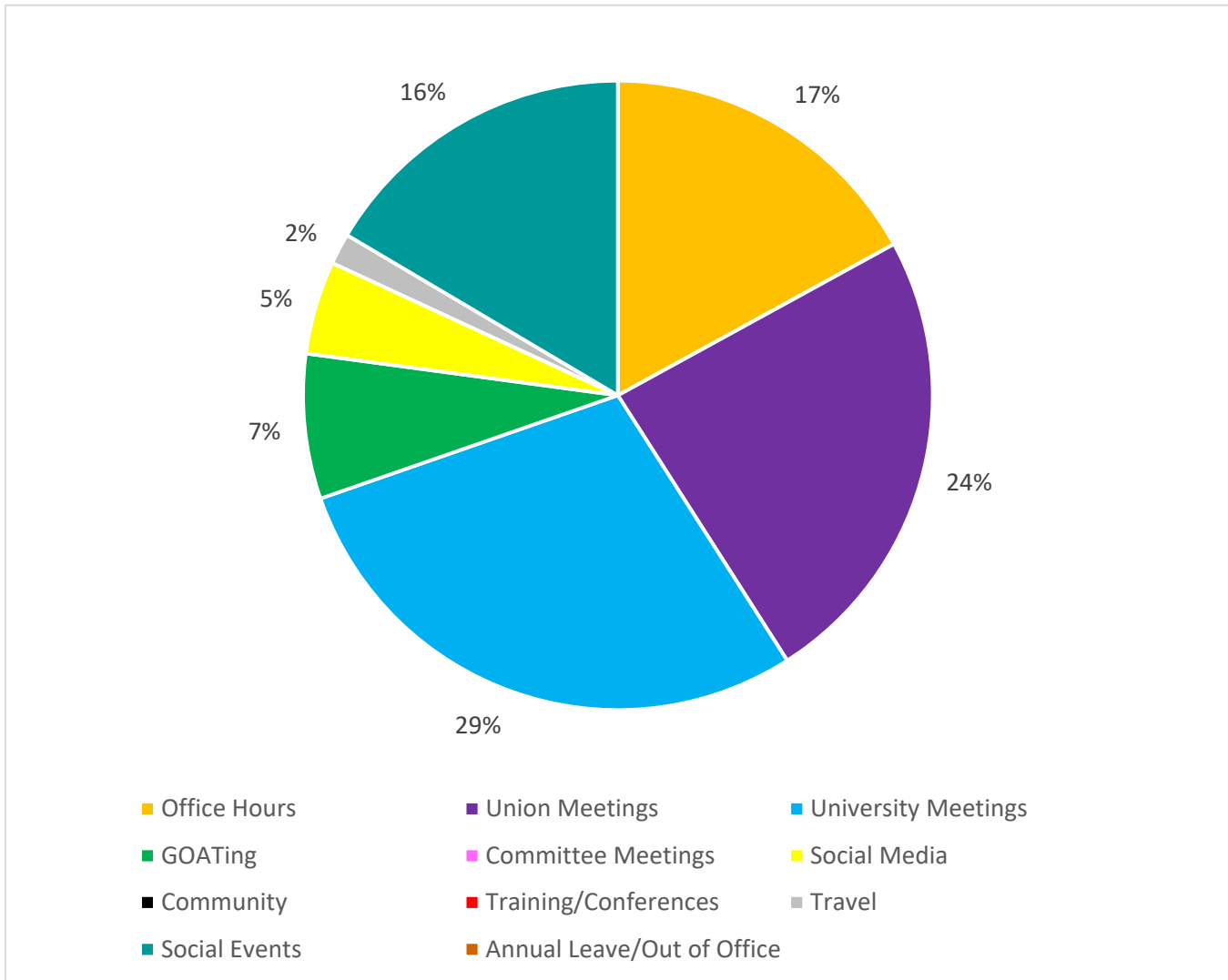


Time Analysis - Emma, 11th-17th December



Categories	Hours
Office Hours	8
Union Meetings	11.25
University Meetings	13.5
GOATing	3.5
Committee Meetings	
Social Media	2.25
Community	
Training/Conferences	
Travel	0.75
Social Events	7.75
Annual Leave/Out of Office	
Total:	47

Notes

On 11th December, Emma sat in the interview panel for Head of Accommodation Services. Emma worked behind the bar during the student staff Christmas party on 16th December. All of Emma's hours were accounted for.