

SAMPLE OF WHAT TO RECORD WHEN CO-WORKERS ARE CALLED

DATE	WHO CALLED	CO-WORKER'S NAME	WHAT WAS SAID/WHAT DID THIS DO TO ME AND MY CO-WORKER
1/10/07	Bill Smith of AmSher	Jane Doe	Bill needs for me to call him. Urgent matter. Asked my co-worker to find me in the office to get me call Bill back. This was very disturbing for me. My co-worker Jane Doe now is wondering what is going on and she keeps asking me if everything is ok.