

WBL Logbook Sheet Template

WBL Logbook Sheet Template	
Learning Outcome and example number e.g. 1.1(1), 1.2(2), 1.2(1) 1.2(2) etc.	Page numbers from portfolio
4.2	
Evidence provided and date of evidence e.g. Letter to client dated 01.01.2020 Telephone attendance note dated 01.01.2020	
Snapshot of WIP list w/c 28.06.2021	
Explain how the example –meets the learning Outcome and how the evidence shows this	
<p>I prioritise my workload by maintaining a work in progress ‘WIP’ list which references the client, the task, and any due date/urgency.</p> <p>This is subject to change dependant on intervening urgent work or shifts in priority on current matters. Work comes in quickly so this is ever evolving and I need to be very conscious of prioritisation as and when new work does land.</p> <p>I set this out on a Monday morning and update as each day goes. Myself and my team also have daily capacity meetings to discuss work demands and reshuffle as required.</p>	
Reflection and evaluation	
<p>Describe what you learnt from the activity you undertook to meet the Learning Outcome. You may want to complete this section at a later date once you have had time to reflect on your practice and experience.</p> <p>An organised lawyer is a better lawyer. The more I can be on top of my workload and the better I am at planning and prioritising, the more efficient a service I can provide to my clients.</p>	
Supervisor’s Name	
<p>Please print the full name of the supervisor that supervised the work referred to above within this logbook sheet and the supporting evidence.</p>	<div style="background-color: black; width: 100px; height: 20px; margin: 0 auto;"></div>

WEEKLY WIP w/c 28 June 2021

Client	Task	Due Date
██████████	Review bank of paperwork	*urgent*
██████	Review lease comments	*urgent*
██████████████	Chase on ██████████	*urgent*
██████████	Review paperwork and prep ROT	29/06/2021
██████	Follow up on enquiries	29/06/2021
██████████	Review W Wycombe agreement	30/06/2021
██████████	Review temple agreement	30/06/2021
██████████	Review ██████████ Agreement	30/06/2021
███	Draft sublicences	30/06/2021
██████████	Review rent concession position and respond	This week
██████	Review note from client and respond on next steps	This week
██████	Review ██████████ agreement and update with comments	This week
██████	Review NR agreement	This week
██████	Chase WAE	This week
███	Follow up on wayleave signature	This week
██████	ID documents	This week
Non-chargeable		
Admin	Assist on audit enquiries	30/06/2021
Financial	Review draft invoices	30/06/2021
Articles	Prepare monthly update for website and internal circulation	This week