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**Staff time study - EXAMPLE**

**Week of April 5, 2021**

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| **Activity** | **Date** | **Begin and end time**  | **Total number of hours/minutes** | **Billable Y/N** |
| Time with Molly Moo* discussing where she want to live
* Direct
 | 4/5/21 | 9:00am – 9:45am | 45 minutes | Y |
| - Calling Landlords in neighborhoods where Molly wishes to live on her behalf but without her* Indirect
 | 4/5/21 | 10:00am – 11:00am | 1 hour | Y |
| Travel | 4/5/21 | 11:00am – 11:15am | 15 minutes | N |
| Time with Jerry Jets * Discussing the upcoming housing recertification process
* Direct
 | 4/5/21 | 11:15 – 12:15 | 1 hour | Y |
| Lunch | 4/5/21 | 12:15 – 12:45 pm  | 30 minutes | N |
| Travel | 4/5/21 | 12:45 - 1:00 | 15 minutes | N |
| Time with Amber Ash* Gather documents for benefits eligibility re certification
* Direct
 | 4/5/21 | 1:00 – 1:30 | 30 minutes | Y |
| Travel | 4/5/21 | 1:30 – 1:40 | 10 minutes | N |
| Time with Carol Cook-* How is she getting along with neighbors
* Direct
 | 4/5/21 | 1:40 – 2:15 | 35 minutes | Y |
| Drove Carol Cook to housing voucher re certification* Direct
 | 4/5/21 | 2:15 – 3:15 | 1 hour | Y |
| Travel | 4/5/21 | 3:15 – 3:30 | 15 minutes | N |
| Dropped off housing applications to directly to Bill Beck; he was home and met with him. * Direct
 | 4/5/21 | 3:30 – 3:45 | 15 minutes | Y |
| Travel | 4/5/21 | 3:45 – 4:00 | 15 minutes | N |
| Paperwork | 4/4/16 | 4:05 – 5:00 | 55 minutes | N |