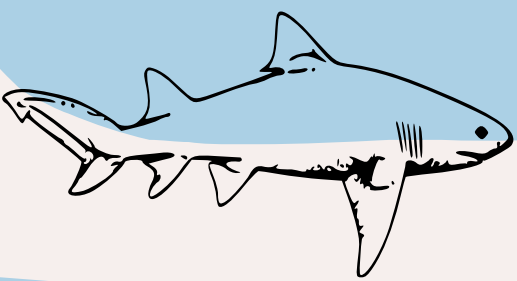


TOGGL

YOUR WORK/SWF

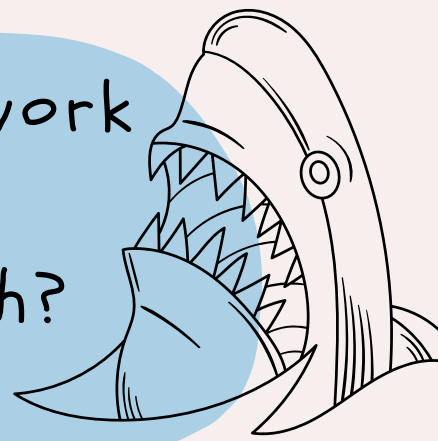


Sign up for a free TOGGL account
at www.toggl.com



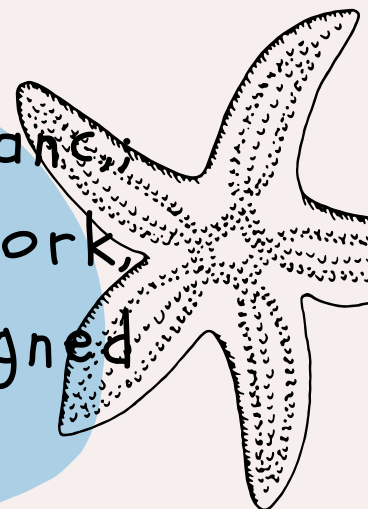
Watch a video on youtube to work
with TOGGL:

https://www.youtube.com/watch?v=e_SKyiGgilg



Set up your TOGGL account to
record the amount of time you
spend on Prep, Delivery and Eval
for each course on your SWF

Record out of class assistance,
coordinator duties, project work,
meetings and other work assigned
on your SWF



Monitor the TOGGL reports to
determine when you have reached
your weekly time allocations.

