Workplace Diary Template

Write each entry as soon as you can, while the details are fresh. A note made on the day is much more convincing than a recollection made months later.

Diary entry

DATE

TIME

LOCATION

WHO WAS INVOLVED

WHO WITNESSED IT

WHAT WAS SAID OR DONE

HOW IT WAS RESOLVED (IF AT ALL)

Reminder: also keep copies of emails, messages, meeting invitations and other correspondence, as they help show a timeline.

Diary entry

DATE

TIME

LOCATION

WHO WAS INVOLVED

WHO WITNESSED IT

WHAT WAS SAID OR DONE

HOW IT WAS RESOLVED (IF AT ALL)