

OCWI Records Specialist Standard Work

Employee: _____

Month/Year: _____

Daily Activities	Week 1	Week 2	Week 3	Week 4	Week 5
Monitor Individual Email Inbox and Respond to Emails					
Monitor OCWI Researcher Email Inbox and Respond to Emails					
Monitor OCWI Responses Email Inbox and Respond to Emails					
Answer Phone Calls and Respond to Voice Messages					
Monitor and Process RightFax					
Database Entry and Updating					
Process and Complete Incoming Requests					
Follow-up Emails on Outstanding Requests					
On Email to Manager/Acting					
Off Email to Manager/Acting					

Day of Wk	Weekly Activities	Week 1	Week 2	Week 3	Week 4	Week 5
Friday	Save Week One ETE (Biweekly)					
Wednesday	Submit ETE (Biweekly)					
Friday	Attend Analyst Unit Huddle Board					
	Attend 1-1 with Manager					

Wk of Month	Monthly Activities	Projects	Status
	Log Into Work Accounts & Make Sure Password(S) Current		
	Attend Unit Meeting		
	Facilitate Team Roadshow		
	Write and Submit Monthly MAP Note		
	Turn in Standard Work to Manager		
	OME Status Checks		

Notes/Other