



Daily Communication / Data

.....  
Client

.....  
Date

**LOCATION**

[Empty text box for location]

**JOB / TASKS**

[Empty text box for job / tasks]

**SKILLS TARGETED**

[Empty text box for skills targeted]

**INTERACTIONS**

[Empty text box for interactions]

**AREAS OF FOLLOW-UP**

[Empty text box for areas of follow-up]

On Time

Yes\_\_\_ No\_\_\_

Appropriate Attire

Yes\_\_\_ No\_\_\_

Suitable Appearance

Yes\_\_\_ No\_\_\_

Professional Mannerism

Yes\_\_\_ No\_\_\_

**O P E N**  
**D O O R**

.....  
PROVIDING THE TOOLS FOR INDEPENDENCE  
.....

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**CONTACT**

**[DAVID@ADOOROPENS.NET](mailto:DAVID@ADOOROPENS.NET)**

**256.682.8048**