

Self-Advocacy Worksheet 6:

Telephone Log

Outgoing Phone Log

Date:

Person called:

Telephone

Number:

Was call answered?.....

Left message?.....

Person spoken with:.....

Title & organisation of person you spoke with:

Summary of conversation:

.....
.....

Action suggested:

Action agreed upon:.....

Deadline:

Incoming Phone Log

Date:

Person calling:.....

Telephone Number:

Title & Organisation of person calling:

Summary of conversation:

Action suggested:

Action agreed upon:

Deadline: