**高雄醫學大學職員工因應防疫居家辦公工作日誌**

工作日期:

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| **姓名** | |  | | | **單位** |  | **職稱** |  |
| **工作時程表** | | | | | | | | |
| **時間(起)** | | | **時間(迄)** | **工作事項** | | | | |
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| **今日工作重點** | | | | | | | | |
| 1 |  | | | | | | | |
| 2 |  | | | | | | | |
| 3 |  | | | | | | | |
| 4 |  | | | | | | | |
| 5 |  | | | | | | | |
| 6 |  | | | | | | | |
| 7 |  | | | | | | | |
| 8 |  | | | | | | | |
| 9 |  | | | | | | | |
| 10 |  | | | | | | | |

注意事項：

一、「工作事項」及「工作重點」請儘量以條列式說明。

二、表格及篇幅請自行視需要調整。

三、如有具體成果，請自行檢附檔案。