

# AFTER-HOURS WORK LOG

A practical tracker for before-hours, after-hours, weekend work, and proof preservation.

## Use this workbook to document:

- Work requested before 10 AM
- Work requested or completed at/after 6 PM
- Weekend work
- Who requested it, how, and what proof exists

**Educational and organizational use only. This is not legal, tax, financial, or employment advice.**

# IMPORTANT DISCLAIMER

Read this before using or selling the workbook

## Educational Use Only

This material is for educational and organizational purposes only. It is not legal, tax, financial, employment, or accounting advice. It does not create an attorney-client relationship and does not guarantee any outcome.

## No Classification Determination

This log does not determine whether someone is an employee or independent contractor. Worker classification, wage claims, retaliation claims, settlement terms, and damages depend on the specific facts and applicable law.

## Preserve Evidence Carefully

Do not alter screenshots, messages, calendars, pay records, emails, or documents. Preserve original threads when possible. Save copies in a secure location and keep file names consistent.

## Recording Warning

Do not secretly record conversations unless you have confirmed the recording laws in your state. When in doubt, ask a qualified attorney before recording.

**Suggested use: organize your facts before speaking with an attorney, tax professional, government agency, mediator, or other qualified professional.**

# QUICK START GUIDE

Use one row per after-hours or weekend work event. Do not wait until everything is perfect. Start with what you have.

1

## Log the date and time

Record when the request came in and when the work started/ended.

2

## Name who requested it

Use a consistent label: owner, boss, manager, client, coworker, etc.

3

## Describe the task

Write what was requested and what you actually did.

4

## Save the proof

Screenshot texts, export emails, keep call logs, and save calendar records.

5

## Add context

Note whether this was expected, urgent, repeated, or connected to a larger pattern.

6

## Review weekly

Look for repeated before-hours, after-hours, weekend, or availability patterns.

## DAILY AFTER-HOURS WORK LOG

[illegible]

# CONTEXT & PATTERN NOTES

Use this page when a work request needs explanation. Context matters because a single message may look different when it is part of a repeated pattern.

**What happened before the request?**

**Exact words used, if relevant:**

**What did you do in response?**

**Was this unusual, repeated, urgent, or expected?**

**Where is the proof saved?**

## WEEKLY SUMMARY

[illegible]

**Look for patterns: repeated after-hours contact, weekend expectations, urgent demands, or missing proof.**

# EVIDENCE CHECKLIST

- ☐ Text screenshots or exported message thread
- ☐ Email screenshots or full email export
- ☐ Call logs showing date/time/duration
- ☐ Calendar invites, reminders, or task assignments
- ☐ Project management messages or app notifications
- ☐ Pay records, invoices, deposits, or missing payments
- ☐ Photos of work completed after hours
- ☐ Witness names or people copied on the request
- ☐ File names that match your log entry
- ☐ Backup copy saved outside your phone

## File Naming Example

**2026-06-10\_after-hours-text\_owner\_742pm.png**

# PHRASES WORTH LOGGING

These phrases do not prove anything by themselves, but they may be useful to organize when they appear in a broader pattern of control, required availability, or unpaid work.

**"I need you to do this tonight."**

**"Can you handle this before the morning?"**

**"This needs to be done over the weekend."**

**"You are expected to be available."**

**"Why did you not answer?"**

**"You have to come in early."**

**"Do not clock this / do not bill this."**

**"This is part of your job."**

**Add your own repeated phrases here:**

# BEFORE YOU SPEAK WITH A PROFESSIONAL

Use this page to summarize what your log shows. Keep it factual and specific.

**My normal expected work hours were:**

**The after-hours pattern started around:**

**The person/people most often requesting after-hours work:**

**The types of tasks most often requested:**

**The strongest examples I have proof for:**

**Questions I need answered:**

# THE 1099 TRAP

## NEXT STEP

Use this log consistently for at least several weeks or for the full period you are trying to document. Patterns are easier to understand when they are organized by date, time, person, task, and proof.

**Recommended companion download:  
The 1099 Trap Evidence Tracker**

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