

I'm not robot!

EXCUSE FOR ABSENCE

Date _____

Name _____

has been absent _____ days for the following reason.

Parent's Signature

Kindly admit pupil to class.

☐ Excused ☐ Unexcused

Principal

CT103 © DPM Co., Inc.

Absence Excuse Form — Request for Consideration
(Please use one form for each missed assignment)

Last name: _____ First name: _____

E-mail address: _____

Student ID number: _____ Phone: _____

Course number: _____ Section number: _____ Semester/Year: _____

Instructor: _____

Assignment Missed (circle one):

Laboratory ☐ Recitation ☐ Workshop ☐ Quiz ☐ Exam ☐ Other _____

Date: _____ Assignment: _____

Reason (check one) and attach documentation:

- ☐ Personal Illness/Injury
- ☐ Death of Family Member
- ☐ Other _____

Explanation: _____

Student Signature: _____ Date: _____

Departmental Use Only

- ☐ Approved
- ☐ Not Approved

1100 WEST KENYON
DALLAS, TX 75244
EXCUSE SLIP

Date _____
This is to certify that _____ has had an
Appointment at _____ of _____ clock
_____ Please excuse this absence
_____ May return to work/school on _____
_____ Per F.E. Code released
_____ May return to Work / School without limitations

CROSS TIMBERS COMMUNITY HEALTH CENTER
1100 WEST KENYON
DALLAS, TX 75244
(214) 860-3800

Physician Signature

Doctor Note Template

[Doctor's Name]

[Address]

[City, State Zip Code]

[Phone Number]

Date: __/__/__

Please Excuse: _____

From:

☐ Work

☐ Other

Due To:

☐ Injury

☐ Illness

☐ Other

For the following dates: _____

Thank You: _____

Doctor's Note

Doctor's Name: Dr. _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Date: _____

Please Excuse: _____

From:

☐ --- Work

☐ --- Other

Due To:

☐ --- Injury

☐ --- Illness

☐ --- Other

For the following dates: _____ To _____

Regards, _____

How to write a doctors note template. Free printable doctors note for work template. How to get a free doctors note for work. How to make a fake doctors note for work free.

It's important to be able to take good notes because these notes can become your inspirations and ideas later. If your notes are messy, you may not be able to just recall what you've learned. Author Tim Ferriss has his entire shelves containing nothing but notebooks filled with his daily scribbings. Not one to mince words, the self-optimization guru once wrote: "I take notes like some people take drugs." Virgin Group founder Richard Branson is another avid note-taker: "Some of Virgin's most successful companies have been born from random moments - if we hadn't opened our notebooks, they would never have happened." In college, there was such a strong emphasis on effective note-taking - I still have a few stacks of my own spiral notebooks, filled with furiously scribbled lecture notes. Once we embark on our professional careers, however, many of us lose that habit. But keeping a written log of all new content - during meetings, brainstorming and while reading - remains an essential productivity and learning tool. As CEO of my own company, I'm seldom caught without a notepad. Time is my most precious resource and note-taking lets me extract the most value from how I choose to spend mine. It also signals to my employees to do the same. If you're wondering how to optimize this simple habit, here are some expert-backed tips on how to take good notes. ↓ Scroll down to continue reading article ↓ ↓ Scroll down to continue reading article ↓ 1. Be Old-School - and Use Your Own Words Like the chicken or the egg, it's a fundamental question: should I use a paper notebook or a digital note-taking app? Writing for the Harvard Business Review, Alexandra Samuel strongly advocates for digital note-taking. She argues that taking notes with an app like Evernote is the most efficient use of time and makes later retrieval quick and easy. Not everyone agrees though. According to Maggy McGloin, another Harvard Business Review contributor, research has found that analog note-taking has concrete benefits. In one study, researchers found that digital note-takers took lengthier "transcription-like" notes, as compared to hand-writers, and did significantly worse on later conceptual questions. Even when participants were explicitly instructed to not take notes verbatim, typers continued to write in a "transcription-like" manner. While typing encourages mindless transcription, handwriting pushes us to create more succinct notes and distill information for increased comprehension. Using a laptop or tablet opens you up to more distractions, too, like checking your Twitter feed or seeing what's new on Facebook. Surprisingly, one person's web browsing can negatively affect the learning of her neighbors. In one study, student participants who could see the screen of a multitasker's laptop - in this case, looking up movie times - scored 17 percent lower on comprehension tests than students who had no such distraction. Personally, I'm an analog notebook user - I find it much easier to focus and it forces me to translate information into my own shorthand. Other old-school note-takers include Bill Gates, who prefers a yellow notebook, and George Lucas, who carries a pocket notebook. But even if you can't part with your laptop or tablet, avoid transcribing verbatim. Practice not just listening, but processing what's being said and using your own words. 2. Be Meticulous with Structure Another matter to consider before you jot anything down: how to structure your notes. Utilizing a consistent organization method is key for referring back to your notes later. ↓ Scroll down to continue reading article ↓ ↓ Scroll down to continue reading article ↓ The Journal of Reading compared different methods and found that the most rigorously structured notes - with hierarchal ordering and numbered subsections - scored highest in terms of quality and accuracy. The second best was a two-column method, wherein writers used the left column for new information and the right column for follow-up points and key themes. Tim Ferriss swears by indexing, which involves manually numbering the pages of a book or notebook and creating a quick and easy-to-scan index of topics inside the front or back cover. Maria Popova, creator of the hugely popular Brainpickings.org, tears through many books each week and incorporates her learning into daily blog posts. She's able to grasp the concept of an entire book at breakneck speed using an indexing method. As explained to Tim Ferriss, Popova creates an alternate index on the (typically blank) last page, where she notes important ideas as she reads. Next to those ideas, she'll list the pages where they pop up. Then, Popova uses these analog notes, based on ideas rather than keywords, to synthesize a book once she's ready to write about it. I use as many organizational techniques as I can - indexing, headlines, numbering and bulleting. I also leave a margin for my questions, observations and action steps - which leads to my next strategy. 3. Jot Down Your Questions and Insights Whichever structure you choose, always leave room for your personal reflections. Global CEO Coach Sabina Nawaz recommends using wide margins, where you can jot down "your ideas, judgments, rebuttals, and questions to each of the points you've written down." Nawaz explains, "By marking them to the side, you separate your own thoughts from what others say." This technique not only forces you to continually engage with and analyze the information you're receiving - assisting with learning and comprehension, rather than rote transcription - it also enables you to organize future follow-up questions and courses of action. ↓ Scroll down to continue reading article ↓ ↓ Scroll down to continue reading article ↓ As soon as I finish a meeting or conference, I review my margins and email myself a list of any next steps - like an email to draft, an appointment to make or inspiration for an article to write. That way I make sure I'm translating new ideas into actionable plans. 4. Record Non-Verbal Behavior A colleague tells you: "We're ready to share our new product with the company next week." But his body language - nervous fidgeting and a worried look - isn't communicating much confidence. In that situation, note your observations and make a point to bring them up later. "Hey Neil, you said you were ready earlier, but I was wondering if you'd like to run the presentation by me and iron out any kinks." We communicate a great deal with non-verbal behaviors, including our body language, demeanor, and affect. According to Patti Wood, a body language expert and author of Snap: Making the Most of First Impressions, Body Language, and Charisma, in a face-to-face interaction with just one person, you can exchange up to 10,000 nonverbal cues in less than a minute - probably more than our words alone. Sometimes, what's not said is just as valuable as what is. For example, if I give a presentation and get crickets when I ask for questions, that might signal that I've done a bang-up job. But it also could mean that my colleagues are unwilling to challenge my perspective. And as I've written before, healthy conflict is essential for an organization's growth and innovation. Non-verbal behavior can reveal an issue that needs to be addressed immediately. Investing a bit more to record and address these observations can save time down the line. 5. Review Later Taking notes serves two functions: to organize and store new content and cognitively encode that content. In other words, it's a means of storing and learning new information. That physical storage function is useless unless you actually review your notes later and reflect on what you've written. Research on student test performance highlights the importance of reviewing. One study from the 80s that was published in the Teaching of Psychology Journal found that students made mistakes on exams not because they'd taken bad notes, but because they weren't re-reading them beforehand. ↓ Scroll down to continue reading article ↓ ↓ Scroll down to continue reading article ↓ Though you're probably beyond the days of cramming for exams, recalling what you learn is just as, if not more important, to your career - because it no longer pays to forget new information the moment we're done being tested on it. As Richard Branson writes: "Don't just take notes for the sake of taking notes, go through your ideas and turn them into actionable and measurable goals." That's why I block out time on my calendar at least once a week to read through my notes - from meetings, conferences, calls, you name it. As CEO, there's rarely a moment in my day that hasn't resulted in a few ideas jotted down. 6. Prepare Notes Before Meetings, Too One final piece of advice: never walk into a meeting empty-handed. To maximize efficiency, always prepare notes ahead of time, including material to cover, questions and action items. No one exemplifies this better than Facebook COO Sheryl Sandberg. In a profile for Fortune, Miguel Helft writes: "Her days are a flurry of meetings that she runs with the help of a decidedly undigital spiral-bound notebook. On it, she keeps lists of discussion points and action items. She crosses them off one by one, and once every item on a page is checked, she rips the page off and moves to the next. If every item is done 10 minutes into an hourlong meeting, the meeting is over." These might be the only kind of notes that you don't need to keep for later review (unless you record more notes on the same page). ↓ Scroll down to continue reading article ↓ ↓ Scroll down to continue reading article ↓ Together, these note-taking strategies can help you organize meetings and streamline your workday. More Note-Taking Tips Featured photo credit: Kaleidico via unsplash.com

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