

From: me
To: me
Subject: log 5/22/2026

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Personal Notes:

- Slept poorly last night due to anxiety regarding upcoming meeting with Mr. Bird.
- I was informed there would be a personnel-related meeting but was not provided details beforehand.

9:00 Entered office.

9:00 responded to e-mails
2026_05_22_Fox_Task 1 inquiry
Mr. Fox asked about task 1. I provided requested output.

9:15 Meeting
Mr. Bird, supervisor
Mrs. Cat, witness

Discussed:

- personnel action discussed, ex.

Mr. Bird said "Mr. Fox was talking to you yesterday and you did not respond to him, this is official counseling you are receiving."

I responded: "when did Mr. Fox talk to me? I did not hear him or see him approach me. I did not receive a message through teams that he was seeking communication with me."

- I was instructed to complete Task A

- I requested time off on Friday, request is granted

Personal note: I felt nervous during the meeting and took medication to calm down.

13:00 Lunch break.

13:30 Mr. Fox stopped by my cubical to ask about task 1, give details. It was short and professional.

14:00 Office environment was noisy.

- I experienced difficulty concentrating.
- I inserted earplugs to reduce noise perception.

17:00 Left office

End-of-Day Observation:

- Stress level remained elevated after work.
- Went to sleep at approximately 17:30.