**Daily Activity Log Template**

**Name:**

**Date:**

**Directions:**

**Activity Column:** Describe the activity or project you are working on.

**Planned or Unplanned:** Was this activity or project one you knew about and planned for, or was it added to your schedule unexpectedly?

**Start Time:** Enter the time you started to work on the activity or project.

**Stop Time:** Enter the time you stopped working on the activity or project. If you come back to it at a later time, add it as a new activity.

**Time Spent:** Enter the total time you worked on the activity or project.

**Comments:** Add comments you feel are pertinent, such as, interruptions you experienced, problems you encountered, value of the activity, etc.

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| **Activity/Project** | **Planned/Unplanned** | **Start Time** | **Stop Time** | **Time Spent** | **Comments** |
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