Daily Time Log

Date: _____

DIRECTIONS: *Create a log for each day of the week. Fill in the time you start and stop each activity all day long. To ensure a full accounting of your time, it is best to record activities at the time you start or stop them.*

START/STOP TIME	ACTIVITY/TASK	REASON FOR ACTIVITY/TASK *E.g. Organizational Priority, Administrative task, Interruption*	IMPORTANCE LEVEL *Rate from 1 (not important) to 10 (very important)*