



Daily Time Log

- ✓ Record your activities and their duration every half hour.
- ✓ Comment on each activity. (Did something take longer than usual? Why?)
- ✓ At the end of the day note whether it was typical, busy or less busy than usual.
- ✓ Add up the time spent on various major activities and show the totals along with any other comments at the bottom.

DAILY TIME LOG		
Day of Week: M T W T F		Date:
TIME	ACTIVITY	COMMENTS
7:00		
7:30		
8:00		
8:30		
9:00		
9:30		
10:00		
10:30		
11:00		
11:30		
12:00		
12:30		
1:00		
1:30		
2:00		
2:30		
3:00		
3:30		
4:00		
4:30		
5:00		
5:30		

Was this day: Typical? More busy? Less busy?

Time spent: _____

