

Time Log Worksheet.

Date \_\_/\_\_/\_\_

Use this sheet to accurately account for your time throughout the week. Log your time throughout the day if you try to record it all at the end of the day, you'll have difficulty remembering how you spent your time.

Activity	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Client Work								
Administrative work								
Internal meetings								
External meetings								
Telephone, (checking and returning messages)								
Emailing (checking, reading, returning messages)								
Non-client, non-administrative work								
Business Travel								
Non Business Travel								
Personal computer use								
Exercise								
Watching TV								
Personal Errands								
Sleeping (inc naps)								
Being with family / friends								
Eating								
<b>Total = 24 hours</b>								