

## Work Activity Log Sheet

|                         |  |
|-------------------------|--|
| <b>Department:</b>      |  |
| <b>Date:</b>            |  |
| <b>Employee Name:</b>   |  |
| <b>Supervisor Name:</b> |  |

| Start/Stop Time  | Task Performed | Equipment or Resources Used | Final Remarks |
|------------------|----------------|-----------------------------|---------------|
| 8:00 - 8:30 am   |                |                             |               |
| 8:30 - 9:00 am   |                |                             |               |
| 9:00 - 9:30 am   |                |                             |               |
| 9:30 - 10:00 am  |                |                             |               |
| 10:00 - 10:30 am |                |                             |               |
| 10:30 - 11:00 am |                |                             |               |
| 11:00 - 11:30 am |                |                             |               |
| 11:30 - 12:00 am |                |                             |               |
| 12:00 - 12:30 pm |                |                             |               |
| 12:30 - 1:00 pm  |                |                             |               |
| 1:00 - 1:30 pm   |                |                             |               |
| 1:30 - 2:00 pm   |                |                             |               |
| 2:00 - 2:30 pm   |                |                             |               |
| 2:30 - 3:00 pm   |                |                             |               |