Daily Work Log Template

Name Write your name here

Day & Date **Monday, August 28, 2017**

Time	Meetings/Appointments	X	Telephone Record	Priority	Action/Note
7:00:00 AM	Meeting with Johnson	√	Sunday 2:30 PM	Normal	Done
7:30:00 AM					
8:00:00 AM					
8:30:00 AM					
9:00:00 AM					
9:30:00 AM					
10:00:00 AM					
10:30:00 AM					
11:00:00 AM					
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12:30:00 PM					
1:00:00 PM					
1:30:00 AM					
2:00:00 PM					
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3:00:00 PM					
3:30:00 PM					
4:00:00 PM					
4:30:00 PM					
5:00:00 PM					
5:30:00 PM					
6:00:00 PM					
6:30:00 PM					
7:00:00 PM					

Daily Work Log Template

Event Scheduler

Date **27-Aug-17**

TIME	DESCRIPTION
6:00 AM	Wake up
6:30 AM	Shower
7:30 AM	Leave for work
8:00 AM	Start shift
10:00 AM	Break
12:00 PM	Lunch
1:00 PM	Return to work
1:30 PM	Call corporate
3:00 PM	Break
5:00 PM	Home
6:00 PM	Soccer practice
6:30 AM	Breakfart
7:30 AM	Leave for work

To Do List	Time
Pick up Inshi from school	1:00 PM