#### Harvard ManageMentor - TIME MANAGEMENT TOOLS

## Daily Activity Log Chart

Complete the activity log below to record your daily activities. Use the first three columns to record the time you started the activity, the name of the activity, and the actual time required to complete the activity. For each activity, check off the corresponding category. Fill out a log every day for one week during a typical week (for example, a week in which you're not traveling or attending a three-day workshop).

_	100		
-	æ	100	86

Time	Activity	Time Used (minutes)	Category				
			E-Mail	Meetings	Telephone Calls	Planning	Other (travel paperwork)
							1
- 1							1
-							-
							1
							1
1							1
							1
						8	
_							
							1
							1
- 12							
							1
							-
					-		1
							1
							1
							1
							1
							1
		1					1
		1					1
		1					1
							1

# **Master Guide Activity Diary**

**Albert A Gayle** 

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