

## 7 DAY PERSONAL PRODUCTIVITY VIDEO SERIES

### DAILY TIME LOG

Please keep a chronological record of your activities for the day by completing this daily time log. List each activity, the time you start it, finish it and the duration in minutes. At the end of the day, summarize how you spent your time by listing the 10 most time consuming items of the day, as well as their duration in the chart on the bottom of the page.

Activity	Start	Finish	Time
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			

### TEN MOST TIME CONSUMING ITEMS

Activity	Time
1.	
2.	
3.	
4.	
5.	

Activity	Time
6.	
7.	
8.	
9.	
10.	