

Job Activity Log

Name	Department/Group	Date Range			
		From: <Date> To: <Date>			
JOB ACTIVITY DETAILS					
Date (dd/mmm/yy)	Category	Activity	Duration (minutes)	Urgency	Details (if required)
Monday, July 11, 2016	Staff Management	Conducted Performance Review	30	Urgent & Important	
Monday, July 11, 2016	Personal	Planned my vacation	30	Not urgent & Not Important	
Monday, July 11, 2016	Product development	Reviewed developer code	60	Urgent & Important	Customer deadline
Monday, July 11, 2016	Personal	Personal email	20	Not Urgent & Important	
Monday, July 11, 2016	Administration	Reviewed Departmental Budget	60	Not Urgent & Important	
Monday, July 11, 2016	Internal meetings	Weekly staff meeting	75	Not Urgent & Important	
Monday, July 11, 2016	Product development	Reviewed Product Spec	60	Urgent & Important	