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HR Toolkit™
FOR SMALL BUSINESS & HR CONSULTANTS

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)
July 11, 2016	Staff Management	Conducted Performance Review	30	Urgent & Important	
July 11, 2016	Personal	Planned my vacation	30	Not urgent & Not Important	
July 11, 2016	Product development	Reviewed developer code	60	Urgent & Important	Customer deadline
July 11, 2016	Personal	Personal email	20	Not Urgent & Important	
July 11, 2016	Administration	Reviewed Departmental Budget	60	Not Urgent & Important	
July 11, 2016	Internal meetings	Weekly staff meeting	75	Not Urgent & Important	
July 11, 2016	Product development	Reviewed Product Spec	60	Urgent & Important	