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|  | **Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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Directions:

Activity Column – list your daily activities

Planned or Unplanned – Was this activity one you knew about and planned for or was it additional work to your schedule?

Start time – The time you start a project

Finish Time – The time you stop working on it. If you come back to it at a later date, add it as an additional activity.

Time spent – Add the time you have worked on the project

Comments – Add comments on problems, interruptions or other relevant comments.

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| **Activity** | **Planned or** **unplanned?** | **Start Time**  | **Finish**  | **Time Spent** | **Comments** |
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**Directions**

Accumulative Activities – For the above activities that take more than one session to complete a project.

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| **Accumulative Activities** | **Time Spent** | **Time Spent** | **Time Spent** | **Time Spent** | **Time Spent** | **Total Time** |
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