

Work Activity Log Sheet

Department:	
Date:	
Employee Name:	
Supervisor Name:	

Start/Stop Time	Task Performed	Equipment or Resources Used	Final Remarks
8:00 - 8:30 am			
8:30 - 9:00 am			
9:00 - 9:30 am			
9:30 - 10:00 am			
10:00 - 10:30 am			
10:30 - 11:00 am			
11:00 - 11:30 am			
11:30 - 12:00 am			
12:00 - 12:30 pm			
12:30 - 1:00 pm			
1:00 - 1:30 pm			