TIMESHEET: DAILY Keepa log of your time expenditure across the day. Allocate to clients or jobs and tick off when charged out. Time Time Activity Client/Job/Project Duration Charged From To Charged From To Notes

Get Organized Wizard HOW TO DECLUTTER, GET MORE DONE, AND BE HAPPIER

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TIMESHEET: BY CLIENT/JOB

Keep a log of fime spent on a client or job with this handy fime sheet. Tally duration and fick off when charged out,

Client	Date Commenced	1
Job/Project	Job Number	

Date	Time		Activity	Duration	Charge
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