

**Work Activity Log Sheet**

<b>Department:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Supervisor Name:</b>	

<b>Start/Stop Time</b>	<b>Task Performed</b>	<b>Equipment or Resources Used</b>	<b>Final Remarks</b>
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			