

WORK LOG TEMPLATE - EXAMPLE

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NAME	CONTACT	TODAY'S DATE
Brooklyn Jansen	Brooklyn.Jansen@email.address; 555-555-5555	Tuesday, September 4, 20XX

DEPARTMENT	SUPERVISOR	TOTAL TIME ON SCHEDULE
Creative	Dessislava Falk	8:30

ACTIVITY	START TIME	END TIME	TOTAL TIME	STATUS	NOTES
Reorganize the Rossover account	8:00 AM	9:00 AM	1:00	In Progress	These are looking good. Revisit tomorrow with Harvey.
Review print proofs from Rossover account	9:00 AM	10:00 AM	1:00	In Progress	
New layout agenda for Q4	10:00 AM	10:30 AM	0:30	Complete	Files on company server. Check with Maureen.
Design time for company rebrand.	10:30 AM	12:00 PM	1:30	Complete	Coats, mugs, umbrellas for now...
Review designs with Lucinda	12:00 PM	12:30 PM	0:30	Not Started	Looking for approval ASAP.
Working lunch; Conference Room A	1:00 PM	2:00 PM	1:00	Complete	
Department meeting	2:30 PM	3:30 PM	1:00	Not Started	You're presenting third after Dessislava.
Work with Harvey to shore up Schlesinger layouts	3:30 PM	4:30 PM	1:00		
Group meeting	4:30 PM	5:30 PM	1:00		

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