[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11793&utm_source=integrated-content&utm_campaign=/content/work-log-templates&utm_medium=Daily+Work+Log+doc+11793&lpa=Daily+Work+Log+doc+11793)**DAILY WORK LOG TEMPLATE**

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|  |  | |
| **NAME** | |  | | |  | |  |
| **CONTACT** | |  | | |  | |  |
| **DEPT.** | |  | | |  | |  |
| **SUPERVISOR** | |  | | |  |
|  | |  | |  |  | |  | |  |
| **TODAY'S DATE** | | | | **TOTAL HOURS** |
|  | | | |  |
|  | |  | |  |  | |  | |  |
| **START TIME** | | **END TIME** | | **TOTAL TIME** | **ACTIVITY** | | **NOTES** | | **STATUS** |
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