**WEEKLY WORK LOG TEMPLATE**

|  |  |
| --- | --- |
|  |  |
| **START DATE** | **TOTAL HOURS WEEK 1** | **TOTAL HOURS WEEK 2** |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|   |  |  |  |  |  |  |  |
| TIME IN  |   |   |   |   |   |   |   |
| TIME OUT |   |   |   |   |   |   |   |
| **TOTAL HOURS** |   |   |   |   |   |   |   |
| ACTIVITY |   |   |   |   |   |   |   |
| NOTES |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |
|  | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|   |  |  |  |  |  |  |  |
| TIME IN  |   |   |   |   |   |   |   |
| TIME OUT |   |   |   |   |   |   |   |
| **TOTAL HOURS** |   |   |   |   |   |   |   |
| ACTIVITY |   |   |   |   |   |   |   |
| NOTES |   |   |   |   |   |   |   |

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