[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=Weekly+Work+Log+doc+11793&lpa=Weekly+Work+Log+doc+11793)**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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