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

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| 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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| DEPARTMENT | SUPERVISOR | TOTAL TIME ON SCHEDULE |
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| ACTIVITY | START TIME | END TIME | TOTAL TIME | STATUS | NOTES |
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