**[](https://www.smartsheet.com/try-it?trp=11793&utm_source=integrated-content&utm_campaign=/content/work-log-templates&utm_medium=Work+Log+Sample+doc+11793&lpa=Work+Log+Sample+doc+11793)WORK LOG TEMPLATE – EXAMPLE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |

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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 |  |  |

WORK LOG TEMPLATE

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| NAME | CONTACT | | | | TODAY'S DATE |
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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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