**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | |
| Employee ID: |  | Department: |  |
| Job Title: |  | Date: |  |

**Daily Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Task/Activity Description** | **Project/Client Name** | **Duration (Hours)** | **Notes** |
| 8:00 - 9:00 |  |  |  |  |
| 9:00 - 10:00 |  |  |  |  |
| 10:00 - 11:00 |  |  |  |  |
| 11:00 - 12:00 |  |  |  |  |
| 12:00 - 1:00 | Lunch Break | | | |
| 1:00 - 2:00 |  |  |  |  |
| 2:00 - 3:00 |  |  |  |  |
| 3:00 - 4:00 |  |  |  |  |
| 4:00 - 5:00 |  |  |  |  |
|  |  |  |  |  |
| **Total Hours Worked:** | | | |  |

**Achievements**

List any key achievements or milestones reached today:

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| --- |
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|  |

**Challenges**

List any challenges or issues faced today:

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**Next Steps**

Outline any tasks or activities to be completed tomorrow:

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**Additional Notes**

Any additional comments or notes:

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**Employee Certification**

I certify that the above information accurately reflects my work activities for the day.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Signature: | Signature | Date: |  |

**Supervisor Review**

I have reviewed the daily work log and approve the recorded activities.

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor’s Name: |  | Supervisor’s Signature: | Signature |
| Date: |  |  |  |

Comments:

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| --- |
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