**Activity Log**

**How to Use this Tool**

Note down the things you do as you do them on this template.

Every time you change activities, whether reading email, working, making coffee, gossiping with colleagues or whatever, note down the time of the activity.

As well as recording activities, note how you feel, whether alert, flat, tired, energetic, etc. Do this periodically throughout the day.

At the end of the day, or after doing this for a few days, you will be able to see patterns that can help improve your time management and productivity!

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time  | Activity Description | Duration | Value/ Priority (High, Medium, Low) | How you feel ? (e.g. alert, flat, tired, energetic etc.) |
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