



## Daily Task Log

	Activities that would be done on a typical day	Why is this activity needed?	Time spent (hours)	Urgent Y/N	Important Y/N
1					
2					
3					
4					
5					
6					
7					
8					

### Instructions

Fill column one in with activities that might be done on a typical day. For example, this could be networking or answering the phone.

In column two define why you do these activities, do they generate income or are they due to outside pressures? Or, and nows the perfect time to to admit this (and we won't hold it against you), are you unsure why you do these activities?

In column three accurately fill in the average time spent on these activities in a day.

Then decide if these activities are urgent, important or both. Now refer back to the article to read your score.

Here is an example:

E.G	Reading and responding to emails.	Incoming emails	1	N	N
-----	-----------------------------------	-----------------	---	---	---