Trendie

DAILY TIME MANAGEMENT LOG

Time	Task Description	Duration	Priority (High/Medium / Low)	Notes / Comments	Assigned To

Weekly Reflection

Once you have completed the daily logs for the week, use the information to assess how effectively you managed your time. Identify high-priority tasks that consume excessive time, low-priority tasks that can be delegated, and any patterns of time wastage. Based on this analysis, modify your approach for the following week to improve overall productivity.

Usage Instructions

1. **Daily Entry:** Record the time spent on each task as you complete it throughout the day.

2. **Detailed Task Description:** Clearly describe the task to ensure accurate tracking.

3. **Assign Priority Levels:** Prioritise tasks by marking them as High, Medium, or Low.

4. **Weekly Review:** At the end of each week, review your entries to identify any patterns or inefficiencies.

5. **Adjust Strategies:** Based on your review, adjust your time management strategies to improve efficiency in future tasks.