

Activity Log

- For information on Activity Logs, visit www.mindtools.com/rs/ActivityLog.
- To manage your time and maximize your effectiveness, visit www.mindtools.com/rs/MTFS.

Date/Time	Activity Description	How I Feel	Duration	Value (High, Medium, Low, None)

To learn more skills like this, subscribe to the free Mind Tools newsletter: <http://www.mindtools.com/subscribe.htm>.

© Copyright [Mind Tools Ltd.](http://www.mindtools.com), 2006-2012. Please feel free to copy this sheet for your own use and to share with friends, co-workers or team members, just as long as you do not change it in any way.