MARKETING DIGITAL

Time Log

Date: __ / __ / _____

Goals for today

Rank	Goal	Deadline

Priorities for evaluating logged activities

1 = Important and Urgent (must)
2 = Important (should)
3 = Routine (could or delegate)
4 = Wasted (why did I do that?)

Time	Activity	Time used	Priority	Comments

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Time	Activity	Time used	Priority	Comments