Time Log See **emergination.com.au/timelog** to grow your productivity.

BUSINESS COACHING AND ADVISORY

Helping you emerge at the front of the pack

Deadline

Date: dd/mm/yyyy

Priorities for evaluating logged activities

1 = Important and Urgent (must)

3 = Routine (could or delegate)

2 = Important (should)

4 = Wasted (why did I do that?)

Goals for today

Rank		Goal		Deadline
Time	Activity	Time used	Priority	Comments