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

Date: dd / mm / yyyy

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?)

Goals for today

Rank	Goal	Deadline

Time	Activity	Time used	Priority	Comments