

Time Tracking: Activity

	Activity you were doing	P/I	Start Time	Stop Time	Total Time		What were you doing	P/I	Start Time	Stop Time	Total Time
1					26						
2					27						
3					28						
4					29						
5					30						
6					31						
7					32						
8					33						
9					34						
10					35						
11					36						
12					37						
13					38						
14					39						
15					40						
16					41						
17					42						
18					43						
19					44						
20					45						
21					46						
22					47						
23					48						
24					49						
25					50						

Notes:

Instructions: Fill in first column with your activity. Be as specific as possible. Mark in the P/I box whether it was what you Planned to do, or if it was an Interruption. Mark time you started and stopped the activity. Then figure total time. (Ex: Read Mark 1-3/ P/ 6:35/ 7:05/ 30 min.)