

## 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.)