

Activity Log

- For information on Activity Logs, visit www.mindtools.com/rs/ActivityLog.
- To manage your time and maximize your effectiveness, visit www.mindtools.com/rs/MTFS.

Time	Activity description	Duration	Value (High, Medium or Low)

To learn more skills like this every two weeks, subscribe to the free Mind Tools newsletter:
<http://www.mindtools.com/subscribe.htm>.