**[](https://www.smartsheet.com/try-it?trp=11793&utm_source=integrated-content&utm_campaign=/content/work-log-templates&utm_medium=Work+Log+doc+11793&lpa=Work+Log+doc+11793)WORK LOG TEMPLATE**

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| --- | --- | --- | --- | --- | --- |
| NAME | CONTACT | | | | TODAY'S DATE |
|  |  | | | |  |
|  |  |  |  |  |  |
| DEPARTMENT | SUPERVISOR | | | | TOTAL TIME ON SCHEDULE |
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| --- | --- | --- | --- | --- | --- |
| ACTIVITY | START TIME | END TIME | TOTAL TIME | STATUS | NOTES |
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