

TASK LOG

DATE: 14/11/2016

Task	Start Time	End Time	Duration	Comments
Scanning documents re course	08:30	09:00	30 mins	No interruptions or technical probs
Phone calls re invoicing	09:00	09:20	20 mins	Repeating each day!
Reports re October stats	09:20	10:30	80 mins	
PowerPoint presentation re reports	10:30	11:30	60 mins	Incorrect info and had to repeat
Meeting re stats	11:30	12:30	60 mins	Waited 10 mins for late comers and then had to move room half way through. Did not achieve!
Phone call from client	12:30	12:45	15 mins	Could have been sent by email, had a list of jobs to do!