

EFFICIENCY TRACKER

Remote Work Performance Log

Week Of:

Employee:

TIME BLOCK	PRIMARY OBJECTIVES / TASKS	FOCUS LEVEL (1-5)	OUTPUT / MILESTONE
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Morning 1

Morning 2

Afternoon 1

Afternoon 2

Evening/Wrap

Daily Distraction Audit

Deep Work Sessions ____ / 5

Meeting Overhead ____ hrs

Connectivity/Tech Issues Low | Med | High

End of Day Reflection

Key Wins & Blockers: