

# DAILY PRODUCTIVITY LOG

Workflow Performance Tracking

DATE: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_

| STATUS | PRIORITY | TASK DESCRIPTION | ESTIMATED TIME | ACTUAL TIME |
|--------|----------|------------------|----------------|-------------|
|        | CRITICAL |                  |                |             |
|        | CRITICAL |                  |                |             |
|        | MEDIUM   |                  |                |             |
|        | MEDIUM   |                  |                |             |
|        | ROUTINE  |                  |                |             |
|        | ROUTINE  |                  |                |             |
|        | ROUTINE  |                  |                |             |

## KEY INSIGHTS & FOLLOW-UPS

Handwritten notes here...

## TOMORROW'S OBJECTIVES

Primary focus areas...