Start Time	End Time	Total Time (h)

Daily Total Hours: 0

Project / Area	Task / Activity	Category

Project / Area	Task / Activity	Category

Priority (H/M/L)	Notes / Description

Daily Metrics

	Value
Total Hours	0
Average Session (h)	
Longest Session (h)	0
Shortest Session (h)	0

By Category

Category	Hours	% of Total
Work – Core	0	
Work – Meetings	0	
Work – Admin	0	
Personal Care	0	
Family/Social	0	
Learning	0	
Leisure	0	
Commute/Travel	0	
Household	0	
Wasted/Unproductive	0	

By Priority

Priority	
	0
H	0
M	0
L	