ACTIVITY LOG

TASK	TIME (mins)	WHY I DID IT	HOW MUCH DID I LIKE IT? Hated it				Loved it
Checked Email	15	See how things went over the weekend	○	●	○	○	○
Read a few tech emails + business news	30	Keep up with the rest of the world	○	○	○	●	○
Responded to email about budget	10	Clarify question	●	○	○	○	○
Responded to email about taxes	10	Clarification	●	○	○	○	○
Sent reminder emails to a client	10	Move projects along	●	○	○	○	○
Sent reminder emails to a different client	10	^^^	●	○	○	○	○
Reviewed profit and loss statement	5	I review the P&L weekly	○	●	○	○	○
Added tasks to project management	15	New tasks arose that needed to be taken care of	○	●	○	○	○
Researched code bugs, identified team member to send them to	30	Product management - identify issue and assign	○	●	○	○	○
Applied for a new credit card	5	Needed a new one	○	●	○	○	○
Responded to the reminder emails I sent	15	Asked more questions to the clients. Needed answers	○	●	○	○	○
Checked LinkedIn	5	Just to see	○	●	○	○	○
Updated list of all active projects that require my involvement	15	Organizing myself for the day	○	○	○	●	○
Had an update meeting	30	Stay informed as to how the team is doing	○	○	●	○	○
Set goals for the next quarter	60	Give ourselves a target for success	○	○	○	○	●
Posted a new job opening	120	Need a "Who" to accomplish our strategic priorities	○	○	●	○	○
Read update emails from a different project team and responded	30	Staying on top of projects	○	○	○	○	●
Clarified requirements for a new project	25	Making sure the project team and product team are aligned	○	○	○	○	●
Reviewed the job postings	45	Checking on if we have good candidates	○	○	●	○	○

TOTAL TIME: 485 Mins

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ACTIVITY LOG

TASK	TIME (mins)	WHY I DID IT	HOW MUCH DID I LIKE IT? Hated it				Loved it
			○	○	○	○	○
			○	○	○	○	○
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			○	○	○	○	○
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TOTAL TIME:

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