

## Daily Activity Log Sheet

Name:

Date

<b>Pre-shift</b>	<p style="color: red;"><b>Examples of entries that would be made by time period</b></p> <ul style="list-style-type: none"> <li>• Analyze past shift report</li> <li>• Discussion with previous foreman</li> <li>• Shop tour</li> </ul> <p><b>Total Pre-shift: (45m)</b></p>
<b>Hour 1</b>	<ul style="list-style-type: none"> <li>• Shift start-up and Huddle Board (20m)</li> <li>• Maintenance regarding conveyor issues</li> <li>• Payroll data entry</li> </ul>
<b>Hour 2</b>	<ul style="list-style-type: none"> <li>• Payroll data entry (45m)</li> <li>• Supervisor meeting main office</li> </ul>
<b>Hour 3</b>	<ul style="list-style-type: none"> <li>• Weekly housekeeping tour (30m)</li> <li>• Maintenance issues</li> </ul>
<b>Hour 4</b>	<ul style="list-style-type: none"> <li>• Lunch</li> <li>• Enter notifications in system</li> </ul>
<b>Hour 5</b>	<ul style="list-style-type: none"> <li>• Enter notification in system (60m)</li> <li>• Meeting with Manager</li> </ul>
<b>Hour 6</b>	<ul style="list-style-type: none"> <li>• Meeting with Manager (45m)</li> </ul>
<b>Hour 7</b>	<ul style="list-style-type: none"> <li>• Quarterly Town Hall</li> </ul>
<b>Hour 8</b>	<ul style="list-style-type: none"> <li>• Quarterly Town Hall (75m)</li> </ul>

<b>Post-shift</b>	<ul style="list-style-type: none"><li>• Complete shift paperwork</li></ul> <b>Post-shift: (20m)</b>
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