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Description automatically generated

Daily Work Activity Log

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | |
| Project Name: | Natural Do | Status: | Part-time |
| Start Date: |  | End Date: |  |
| Start Time: |  | End Time: |  |

**WORK ACTIVITY**

|  |  |  |
| --- | --- | --- |
| TIME | HOURS | ACTIVITY |
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| --- | --- | --- | --- | --- | --- | --- |
| **TOTAL** |  | **BREAKS** |  | **TIME SPENT** |  |  |

My signature below certifies that I acknowledge that I have personally completed the activities, assignments, and projects executed as described in my documented notes above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STAFF SIGNATURE DATE

***Note:*** *This daily activity log must be complete once per day during your work shift and emailed to the* [*dailywork@oraclesoftruth.org*](mailto:dailywork@oraclesoftruth.org) *email box before logging of your work computer*