

# Activity Log

- For information on Activity Logs, visit [www.mindtools.com/rs/ActivityLog](http://www.mindtools.com/rs/ActivityLog).
- To manage your time and maximize your effectiveness, visit <http://www.mindtools.com/rs/MTFS>.

<b>Time</b>	<b>Activity description</b>	<b>Duration</b>	<b>Value</b> (High, Medium or Low)

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