DAILY TASK ANALYSIS CHART

NAME:				TASKS COMPLETED BY CODE							WEEK:		
	Start	Finish	Total Time	A	B	C	D	E	F	G	Other	R/NR/CI	Priority
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													

KEY
Activity Codes A-G allocated as appropriate for your position:
A = answer phone B = initiate phone calls C = key data D = meetings
E = answer mail F = interview staff G = breaks Other = whatever
N or NR = Routine/Non-routine also indicate CI (Critical Incident)
Priority 1-10 according to importance for your position, #1 being top priority