

Daily Activity Log Form

This **daily activity log form** sample is designed to help project managers meticulously track daily tasks and progress. It ensures accurate documentation of work performed, enabling efficient project monitoring and reporting. Utilizing this form enhances communication and accountability within the project team.

Project & Personnel Info

Project Name:

Date:

Team Member:

Daily Activity Details

Time	Task / Activity Description	Status	Issues/Concerns	Remarks
<div>e.g. 09:00 - 10:30</div>		<div>Not Start</div>		
<div>e.g. 10:30 - 12:00</div>		<div>Not Start</div>		
<div>e.g. 13:00 - 15:00</div>		<div>Not Start</div>		

*You may add or remove rows as necessary based on your activity count.

Summary / Additional Notes

Provide a brief summary, follow-up actions, or special notes.

Team Member Signature:

Project Manager Review/Notes:

Submit