

# Administrative Assistant Daily Activity Log Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

## Daily Activities

Time	Task/Activity	Status (Completed/Pending)	Notes
8:30 AM - 9:00 AM	Checked and responded to emails	Completed	Urgent requests flagged
9:00 AM - 10:00 AM	Scheduled meetings	Completed	2 meetings scheduled for tomorrow
10:00 AM - 12:00 PM	Data entry - expense reports	Completed	March reports uploaded
1:00 PM - 2:00 PM	Office supplies inventory	Pending	Need to finalize order list
2:00 PM - 4:00 PM	Reception desk coverage	Completed	
4:00 PM - 5:00 PM	Prepared meeting agenda for next day	Completed	Sent to team for review

## Pending Tasks / Follow-Ups

- Finalize and place office supplies order
- Print copies of tomorrow's meeting agenda
- Submit signed expense reports to supervisor

## Signature

Administrative Assistant: \_\_\_\_\_

Date: \_\_\_\_\_