

Daily Activity Log Form

The **daily activity log form** sample for employees is a practical tool designed to record daily tasks and work progress efficiently. It helps improve accountability and time management by tracking employee activities systematically. Using this form ensures clear communication and enhances overall productivity in the workplace.

Employee Information

| | | | |
|-------|--|--------------|--|
| Name: | | Department: | |
| Date: | | Employee ID: | |

Daily Activity Details

| Time | Task/Activity Description | Duration (hrs/mins) | Status | Remarks |
|------|---------------------------|---------------------|---|---------|
| | | | Select <input type="button" value="▼"/> | |
| | | | Select <input type="button" value="▼"/> | |

Summary/Notes

| | |
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| | |
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| | |
|-----------------------|-------------------------|
| Employee's Signature: | Supervisor's Signature: |
|-----------------------|-------------------------|