Activity Time Tracker

Activity: _____

	Task	Start Time	Role	Task Description	End Time	Time (in minutes)
EXAMPLE	1	10:00	Writer	Draft Blog Post	10:50	50
Total Activity Time						**50**

Definitions:

Task - each specific step that is done to complete the activity, numbered for easy reference
Start Time - the time the task is started
Role - role of person performing the task
Task Description - brief description of the work being done
End Time - the time the task is actually completed and passed on to the next person
Time - the time it takes to complete the task. Time = End Time - Start Time

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