

# DAILY *Timesheet*

NAME

DATE

Reference	Client Name	Job / Task	Narration	Units
A				
B				
C				
D				
E				
F				
G				
H				
I				
<b>TOTAL CHARGEABLE UNITS</b>				

7.00	11.00	3.00
7.06	11.06	3.06
7.12	11.12	3.12
7.18	11.18	3.18
7.24	11.24	3.24
7.30	11.30	3.30
7.36	11.36	3.36
7.42	11.42	3.42
7.48	11.48	3.48
7.54	11.54	3.54
8.00	12.00	4.00
8.06	12.06	4.06
8.12	12.12	4.12
8.18	12.18	4.18
8.24	12.24	4.24
8.30	12.30	4.30
8.36	12.36	4.36
8.42	12.42	4.42
8.48	12.48	4.48
8.54	12.54	4.54
9.00	1.00	5.00
9.06	1.06	5.06
9.12	1.12	5.12
9.18	1.18	5.18
9.24	1.24	5.24
9.30	1.30	5.30
9.36	1.36	5.36
9.42	1.42	5.42
9.48	1.48	5.48
9.54	1.54	5.54
10.00	2.00	6.00
10.06	2.06	6.06
10.12	2.12	6.12
10.18	2.18	6.18
10.24	2.24	6.24
10.30	2.30	6.30
10.36	2.36	6.36
10.42	2.42	6.42
10.48	2.48	6.48
10.54	2.54	6.54

J	Non Client Admin & Emails			
K	WIP Review, Invoicing & Debtors			
L	Practice Development & Marketing			
M	Practice Management & KPI Review			
N	Staff Meetings			
O	Staff Training & CPD			
P	Leave - Annual, Personal & Public Hols			
<b>TOTAL NON CHARGEABLE UNITS</b>				



<b>TOTAL UNITS WORKED FOR THE DAY</b>	
<b>TARGET DAILY PRODUCTIVITY %</b>	%
<b>ACTUAL DAILY PRODUCTIVITY %</b>	%

*Top 3 Jobs*

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NAME

DATE

Reference	Client Name	Job / Task	Narration	Units
A				
B				
C				
D				
E				
F				
G				
H				
I				
			<b>TOTAL CHARGEABLE UNITS</b>	

7.00	11.00	3.00
7.10	11.10	3.10
7.20	11.20	3.20
7.30	11.30	3.30
7.40	11.40	3.40
7.50	11.50	3.50
8.00	12.00	4.00
8.10	12.10	4.10
8.20	12.20	4.20
8.30	12.30	4.30
8.40	12.40	4.40
8.50	12.50	4.50
9.00	1.00	5.00
9.10	1.10	5.10
9.20	1.20	5.20
9.30	1.30	5.30
9.40	1.40	5.40
9.50	1.50	5.50
10.00	2.00	6.00
10.10	2.10	6.10
10.20	2.20	6.20
10.30	2.30	6.30
10.40	2.40	6.40
10.50	2.50	6.50

J	Non Client Admin & Emails			
K	WIP Review, Invoicing & Debtors			
L	Practice Development & Marketing			
M	Practice Management & KPI Review			
N	Staff Meetings			
O	Staff Training & CPD			
P	Leave - Annual, Personal & Public Hols			
			<b>TOTAL NON CHARGEABLE UNITS</b>	

<b>TOTAL UNITS WORKED FOR THE DAY</b>	
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<b>TARGET DAILY PRODUCTIVITY %</b>	%
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<b>ACTUAL DAILY PRODUCTIVITY %</b>	%
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*Top 3 Jobs*

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*Notes*

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NAME

DATE

Reference	Client Name	Job / Task	Narration	Units
A				
B				
C				
D				
E				
F				
G				
H				
I				
<b>TOTAL CHARGEABLE UNITS</b>				

7.00	11.00	3.00
7.15	11.15	3.15
7.30	11.30	3.30
7.45	11.45	3.45
8.00	12.00	4.00
8.15	12.15	4.15
8.30	12.30	4.30
8.45	12.45	4.45
9.00	1.00	5.00
9.15	1.15	5.15
9.30	1.30	5.30
9.45	1.45	5.45
10.00	2.00	6.00
10.15	2.15	6.15
10.30	2.30	6.30
10.45	2.45	6.45

J	Non Client Admin & Emails			
K	WIP Review, Invoicing & Debtors			
L	Practice Development & Marketing			
M	Practice Management & KPI Review			
N	Staff Meetings			
O	Staff Training & CPD			
P	Leave - Annual, Personal & Public Hols			
<b>TOTAL NON CHARGEABLE UNITS</b>				

*Top 3 Jobs*

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*Notes*

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<b>TOTAL UNITS WORKED FOR THE DAY</b>	
<b>TARGET DAILY PRODUCTIVITY %</b>	%
<b>ACTUAL DAILY PRODUCTIVITY %</b>	%