

Year	Month	Day	Time	Location	Activity	Duration	Frequency	Priority	Category	Sub-category	Code	Value	Unit	Notes
2023	01	01	08:00	Office	Administrative tasks	1.0	1	Low	Administrative	Office Management	ADM001	1.0	hr	Initial setup of office systems
2023	01	02	09:00	Office	Client meeting	0.5	1	Medium	Client Interaction	Client Meetings	CLI002	0.5	hr	Meeting with client X regarding project Y
2023	01	03	10:00	Office	Project planning	1.5	1	High	Project Management	Project Planning	PRJ003	1.5	hr	Planning for Q1 2023 projects
2023	01	04	11:00	Office	Team training	1.0	1	Medium	Human Resources	Team Training	HRS004	1.0	hr	Training session for new team members
2023	01	05	12:00	Office	Report generation	0.5	1	Low	Reporting	Report Generation	RPT005	0.5	hr	Generating monthly sales report
2023	01	06	13:00	Office	System maintenance	2.0	1	High	IT Support	System Maintenance	ITM006	2.0	hr	Updating software licenses
2023	01	07	14:00	Office	Client onboarding	1.0	1	Medium	Client Interaction	Client Onboarding	CLI007	1.0	hr	Onboarding new client Z
2023	01	08	15:00	Office	Project review	1.0	1	High	Project Management	Project Review	PRJ008	1.0	hr	Reviewing progress of project Y
2023	01	09	16:00	Office	Team meeting	0.5	1	Low	Team Management	Team Meeting	TMT009	0.5	hr	Daily team sync meeting
2023	01	10	17:00	Office	Document review	1.0	1	Medium	Compliance	Document Review	COM010	1.0	hr	Reviewing contract documents
2023	01	11	18:00	Office	Client feedback	0.5	1	Medium	Client Interaction	Client Feedback	CLI011	0.5	hr	Collecting feedback from client X
2023	01	12	19:00	Office	Project closure	1.0	1	High	Project Management	Project Closure	PRJ012	1.0	hr	Closing out project Y
2023	01	13	20:00	Office	System backup	1.0	1	High	IT Support	System Backup	ITM013	1.0	hr	Performing weekly system backup
2023	01	14	21:00	Office	Client presentation	1.5	1	High	Client Interaction	Client Presentation	CLI014	1.5	hr	Presenting proposal to client Z
2023	01	15	22:00	Office	Project kickoff	1.0	1	High	Project Management	Project Kickoff	PRJ015	1.0	hr	Kickoff meeting for project Y
2023	01	16	23:00	Office	Team performance	1.0	1	Medium	Team Management	Team Performance	TMT016	1.0	hr	Evaluating team performance
2023	01	17	00:00	Office	Client support	0.5	1	Medium	Client Interaction	Client Support	CLI017	0.5	hr	Supporting client X with issue
2023	01	18	01:00	Office	Project status	1.0	1	High	Project Management	Project Status	PRJ018	1.0	hr	Updating project status
2023	01	19	02:00	Office	System update	1.0	1	High	IT Support	System Update	ITM019	1.0	hr	Installing software updates
2023	01	20	03:00	Office	Client negotiation	1.0	1	High	Client Interaction	Client Negotiation	CLI020	1.0	hr	Negotiating terms with client Z
2023	01	21	04:00	Office	Project budget	1.0	1	High	Project Management	Project Budget	PRJ021	1.0	hr	Reviewing project budget
2023	01	22	05:00	Office	Team collaboration	1.0	1	Medium	Team Management	Team Collaboration	TMT022	1.0	hr	Encouraging team collaboration
2023	01	23	06:00	Office	Client training	1.0	1	Medium	Client Interaction	Client Training	CLI023	1.0	hr	Training client X on new features
2023	01	24	07:00	Office	Project timeline	1.0	1	High	Project Management	Project Timeline	PRJ024	1.0	hr	Updating project timeline
2023	01	25	08:00	Office	System security	1.0	1	High	IT Support	System Security	ITM025	1.0	hr	Conducting security audit
2023	01	26	09:00	Office	Client proposal	1.0	1	High	Client Interaction	Client Proposal	CLI026	1.0	hr	Preparing proposal for client Z
2023	01	27	10:00	Office	Project milestones	1.0	1	High	Project Management	Project Milestones	PRJ027	1.0	hr	Tracking project milestones
2023	01	28	11:00	Office	Team motivation	1.0	1	Medium	Team Management	Team Motivation	TMT028	1.0	hr	Motivating team members
2023	01	29	12:00	Office	Client onboarding	1.0	1	Medium	Client Interaction	Client Onboarding	CLI029	1.0	hr	Onboarding client X
2023	01	30	13:00	Office	Project review	1.0	1	High	Project Management	Project Review	PRJ030	1.0	hr	Reviewing project progress
2023	01	31	14:00	Office	System backup	1.0	1	High	IT Support	System Backup	ITM031	1.0	hr	Performing final system backup