

## Activity Monitoring Timesheet

Flexible Work

<b>Name:</b>	
<b>Week Start Date:</b>	
<b>Week End Date:</b>	

**Activity Record (Please record time in decimals e.g 3.25hrs, and use 0.25 hr units)**

Project	Name	Activity	Name	Mon	Tue	Wed	Thu	Fri	Sat
1000	Core Work Activity	001	Work Travel Time (inc parking time)						
1000	Core Work Activity	002	Make Hand-Written Notes						
1000	Core Work Activity	003	Type Hand-Written Notes						
1000	Core Work Activity	004	Make Notes using Tablet PC						
1000	Core Work Activity	005	Make Notes using Laptop						
1000	Core Work Activity	006	Supervision Given						
1000	Core Work Activity	007	Supervision Received						
1000	Core Work Activity	008	Team meetings						
1000	Core Work Activity	009	Working as a result of additional flexibility						
1000	Core Work Activity	010	Remaining work time - all other duties						
9999	Overhead Activity	9901	Flexi Leave						
9999	Overhead Activity	9902	Statutory Leave						
9999	Overhead Activity	9903	Annual Leave						
9999	Overhead Activity	9904	Maternity Leave						
9999	Overhead Activity	9905	Special Leave						
9999	Overhead Activity	9906	Sick Leave						
9999	Overhead Activity	9907	Other Absence						
9999	Overhead Activity	TOIL	Time Off In Lieu						
Daily Totals				0	0	0	0	0	0

**Work Time Record (Please record time in 24 hr clock format e.g 16:15)**

	Mon	Tue	Wed	Thu	Fri	Sat
In 1						
Out 1						
In 2						
Out 2						

In 3						
Out 3						
In 4						
Out 4						
In 5						
Out 5						
Total	0:00	0:00	0:00	0:00	0:00	0:00

king

Sun
0

Sun

0:00

## **Activity Monitoring Timesheet**

### **Why use this timesheet?**

This timesheet can help to identify time spent on particular activities during a baselining period. The same timesheet can be used after a change of working has been implemented. The results can then be compared to see whether a change in activities has to be made to support the business case.

### **Can I change what is being monitored?**

Yes - this is just a template to get you started. Create a copy of the timesheet onto your network area and alter the activities to suit your needs.

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