

Year	Month	Day	Time	Location	Activity	Duration	Frequency	Intensity	Effectiveness	Cost	Benefit	Risk	Impact	Feedback	Notes	Comments	Signature	Date	
2023	Jan	1	08:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		2	09:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		3	10:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		4	11:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		5	12:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		6	13:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		7	14:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		8	15:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		9	16:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		10	17:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		11	18:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		12	19:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		13	20:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		14	21:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		15	22:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		16	23:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		17	00:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		18	01:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		19	02:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		20	03:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		21	04:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		22	05:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		23	06:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		24	07:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		25	08:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		26	09:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		27	10:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		28	11:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		29	12:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		30	13:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				
		31	14:00	Room 101	Meeting	1h	1	Low	High	\$50	\$100	Low	Positive	Good	Meeting with client				