

Project Time Log

Project: _____ Client: _____ Period: _____

Date	Person	Task / activity	Hours	Billable	Notes
2026-07-06	Alex Morgan	Homepage build	6.00	Yes	
2026-07-06	Sam Rivera	Content review	2.50	Yes	
2026-07-07	Alex Morgan	Internal standup	0.50	No	
Total hours					

One row per work session. The summary totals all hours and splits billable from non-billable so you can see project effort at a glance.