Example of time-sheet template which may be of use:

		Name		WEEK :	JANUARY 2007			
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
R&D Activities		01	02	03	04	05	06	07
Research								
Project xxxx								
Project yyyy								
Project zzzz								
Management								
Project xxxx								
Project yyyy								
Project zzzz								
Total R&D								
Other Activities								
A								
B								
C								
Total Other								
Absences								
Annual Leave								
Special Leave								
Ilness								
Total Absences:								
Total Time :								
Signed:								
Approved:								