

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	Weekly	High	Good	\$50	\$100	Low	Positive	Good	Meeting with team			
		2	09:00	Room 102	Training	2h	Monthly	Medium	Fair	\$100	\$200	Medium	Neutral	Fair	Training session			
		3	10:00	Room 103	Workshop	3h	Quarterly	Low	Poor	\$150	\$300	High	Negative	Poor	Workshop on new tool			
		4	11:00	Room 104	Conference	4h	Annually	High	Excellent	\$200	\$400	Low	Positive	Excellent	Conference on industry trends			
		5	12:00	Room 105	Networking	1h	Daily	Medium	Good	\$25	\$50	Low	Positive	Good	Networking event			
		6	13:00	Room 106	Workshop	2h	Weekly	Medium	Fair	\$75	\$150	Medium	Neutral	Fair	Workshop on project management			
		7	14:00	Room 107	Training	1h	Monthly	Low	Poor	\$50	\$100	High	Negative	Poor	Training session on new software			
		8	15:00	Room 108	Conference	3h	Quarterly	High	Excellent	\$150	\$300	Low	Positive	Excellent	Conference on future of AI			
		9	16:00	Room 109	Networking	2h	Daily	Medium	Good	\$50	\$100	Low	Positive	Good	Networking event with clients			
		10	17:00	Room 110	Workshop	1h	Weekly	Low	Poor	\$25	\$50	High	Negative	Poor	Workshop on data analysis			
		11	18:00	Room 111	Training	2h	Monthly	Medium	Fair	\$75	\$150	Medium	Neutral	Fair	Training session on customer service			
		12	19:00	Room 112	Conference	1h	Quarterly	High	Excellent	\$50	\$100	Low	Positive	Excellent	Conference on industry trends			
		13	20:00	Room 113	Networking	3h	Daily	Medium	Good	\$75	\$150	Low	Positive	Good	Networking event with partners			
		14	21:00	Room 114	Workshop	4h	Weekly	Low	Poor	\$100	\$200	High	Negative	Poor	Workshop on new product development			
		15	22:00	Room 115	Training	1h	Monthly	Medium	Fair	\$50	\$100	Medium	Neutral	Fair	Training session on new technology			
		16	23:00	Room 116	Conference	2h	Quarterly	High	Excellent	\$75	\$150	Low	Positive	Excellent	Conference on future of AI			
		17	00:00	Room 117	Networking	1h	Daily	Medium	Good	\$25	\$50	Low	Positive	Good	Networking event with clients			
		18	01:00	Room 118	Workshop	2h	Weekly	Low	Poor	\$50	\$100	High	Negative	Poor	Workshop on data analysis			
		19	02:00	Room 119	Training	3h	Monthly	Medium	Fair	\$75	\$150	Medium	Neutral	Fair	Training session on customer service			
		20	03:00	Room 120	Conference	1h	Quarterly	High	Excellent	\$50	\$100	Low	Positive	Excellent	Conference on industry trends			
		21	04:00	Room 121	Networking	2h	Daily	Medium	Good	\$75	\$150	Low	Positive	Good	Networking event with partners			
		22	05:00	Room 122	Workshop	3h	Weekly	Low	Poor	\$100	\$200	High	Negative	Poor	Workshop on new product development			
		23	06:00	Room 123	Training	1h	Monthly	Medium	Fair	\$50	\$100	Medium	Neutral	Fair	Training session on new technology			
		24	07:00	Room 124	Conference	2h	Quarterly	High	Excellent	\$75	\$150	Low	Positive	Excellent	Conference on future of AI			
		25	08:00	Room 125	Networking	1h	Daily	Medium	Good	\$25	\$50	Low	Positive	Good	Networking event with clients			
		26	09:00	Room 126	Workshop	2h	Weekly	Low	Poor	\$50	\$100	High	Negative	Poor	Workshop on data analysis			
		27	10:00	Room 127	Training	3h	Monthly	Medium	Fair	\$75	\$150	Medium	Neutral	Fair	Training session on customer service			
		28	11:00	Room 128	Conference	1h	Quarterly	High	Excellent	\$50	\$100	Low	Positive	Excellent	Conference on industry trends			
		29	12:00	Room 129	Networking	2h	Daily	Medium	Good	\$75	\$150	Low	Positive	Good	Networking event with partners			
		30	13:00	Room 130	Workshop	3h	Weekly	Low	Poor	\$100	\$200	High	Negative	Poor	Workshop on new product development			