



DILO Template

• For instructions on Day In the Life Of, visit www.mindtools.com/rs/DILO.

Core Activities	Activity Categories
	Admin
	Routine Job Tasks
	Interruptions
	Waiting Time
	Project Work
	Meetings
	Coaching
	Interviewing
	Traveling

Time	Duration	Core Activity	Activity Category	Rating (1 = low, 5 = high)