Use the Diary feature to view your planned activities.

To use the Diary feature your manager or department or channel supervisor has to have planned the activities.Â If you are not seeing your work items in the diary speak with your manager or department or channel supervisor for them to plan your work schedule.

This feature is brilliant and we worked really hard on this.Â This actually shows you the priority of work you should be working on.Â Keep in mind this is an estimated diary and you can if you want to do it your way go ahead and work on other activities. Nonetheless this actually shows you, by week, by month and by day what activity you should be working on.Â Once more this is based on the planning algorithm of the company's priority level of activity, the planning status, your estimated assigned work hours and your validated start and validated end dates.

How to view the Diary.

1. Press the Diary Menu Button at the top or use the right menu button.

orÂ

    1. if you are not able to view the right menu click here for instructions.
2. Select the 1st day of the week or month you wish to view.
3. Select the resource you are allowed to view and have permission to see their workload.
4. optional You can choose the filter.Â I recommend leaving it on default, showing all.
5. It will show the diary of the day, week, month of activities that is planned and suggested and recommend to do on those specific days.

How to use the diary functionality.

- To view the month's activities, click on the month bar found on the left side.
- To view the week's activities, click on the week bar (its a number) found on the left side.
- To view the day's activities, click on the actual date (number) found on the calendar.
- To view the day's activities before or after the date you are on click the left and right bar arrows on the top.
- In Day View it shows the actual activity name, type and number (bottom right corner), the description and the status.
- In Week View it shows the weeks work in an easy to read viewing format with the name, type and status.
- In Month View it shows the activity name for each day of the month and the activity number.
- In all Day, Week and Month view if you want to see the whole activity, click on the activity and it will open up the activity in the activity part.

If you follow the recommended planning schedule of the **Diary**, you will no longer have to ask which activity takes priority or which one you should do first.

If you follow the recommended planning schedule of the **Resource** planner you should hopefully not fall behind on being late.

The **Resource** and **Diary planners** are only as good as you use them and if you use the features

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properly and as they are meant to be used your work time efficieny will be better, your overdue/late activities will reduce dramatically and your being on time will improve.

Remember that you need to use the real time work hour allocation for all this to work.Â Check the FAQ on how to use the feature or press Ctrl+F1 when in projeqtor to learn how to use Real time work hour allocation.Â It is also known in ProjeQtor as **TimeSheet**.Â This is very important to keep a smooth flow of your work.

Attached files:

Unique solution ID: #1515
Author: n/a
Last update: 27-Apr-2020 03:17

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