

TASK ANALYSIS WORKSHEET

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List each of your **daily tasks**, along with the time they take to complete:

TASK	TIME
	5

TASK ANALYSIS WORKSHEET

List each of your **weekly tasks**, along with the time they take to complete:

TASK	TIME
	5
	5

TASK ANALYSIS WORKSHEET

List each of your **monthly tasks**, along with the time they take to complete:

TASK	TIME