





What are the things you're doing right now? What have you worked on over the past week? How much time do you spend on that task?

Prompts to help you think of everything:

- Daily, weekly, monthly, quarterly tasks.
- Internal Responsibilities (team experience, email, calendar, etc.)
- External Responsibilities (clients, customers, etc.)
- Personal Responsibilities

TASK	TIME SPENT

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TASKS I WANT TO HAND OFF TOTAL TIME SAVED: