

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

	0-5 min	6-11 min	12-17 min	18-23 min	24-29 min	30-35 min	36-41 min	42-47 min	48-53 min	54-59 min
9 a										
10 a	<b>A</b>	<b>A</b>	<b>A</b>			<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>C</b>
11 a	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>
12 p	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>E</b>	<b>E</b>	<b>E</b>	<b>E</b>	<b>E</b>
1 p										
2 p										
3 p										
4 p										
5 p										
6 p										

To Do List. Unlabeled Tasks.

Tasks Accomplished. Labeled.

- Develop some really cool time keeping sheet
- Fill out personal time keeping sheet
- Return calls
- Respond to important emails
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- A - Develop really cool time keeping sheet  
0.3 hours (10AM through 10:17AM)
- B - Contemplate never sharing the really cool time sheet  
0.4 hours (10:30AM through 10:53AM)
- C - Decide to share the really cool time sheet  
0.6 hours (10:54AM through 11:29AM)
- D - Prepare and publish the time sheet  
1.0 hours (11:30PM through 12:59PM)
- E- Lunch Break!  
0.5 hours (12:30PM through 12:59PM)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_