

Time 'n Task Tool

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	Daily	3x/week	Weekly	Bi-Weekly	Monthly
1-3 MIN					
4-9 MIN					
10-30 MIN					
30-45 MIN					
1 HOUR					
2 HOURS					
3+ HOURS					
	Quarterly	Semi-Annually	Annually	One Time	Major Projects
1-3 MIN					
4-9 MIN					
10-30 MIN					
30-45 MIN					
1 HOUR					
2 HOURS					
3+ HOURS					