

# Visual Task Analyser | Planner

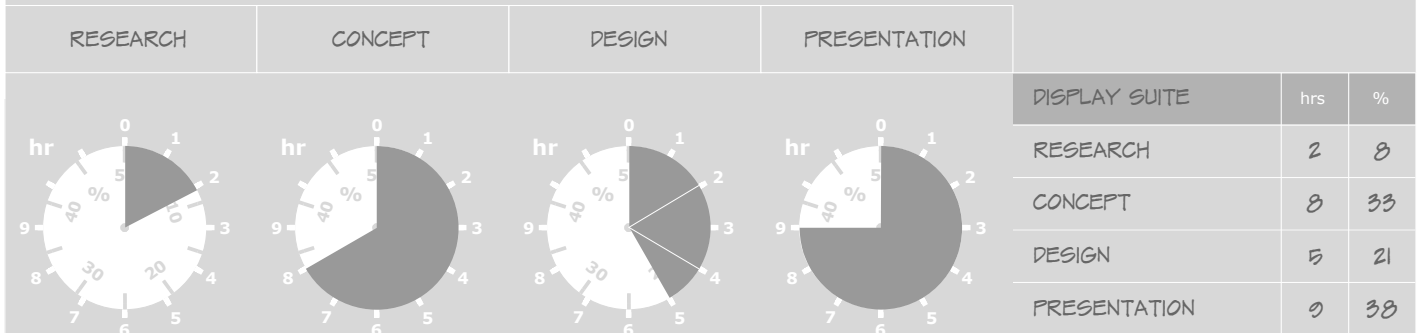
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Visually monitor, analyse and plan your daily or weekly tasks, projects or work day by simply filing the hours allocated, achieved or taken for completion under user defined headings.

Quick visual analysis enables tuning of workflow, workload assessment, process efficiency, project management, fee and timeline scheduling.

$$\text{Percentage} = \text{hrs} / A \times 100$$

A = 24hr day, work day hrs or project total



Create key headings for daily work or lifestyle aspects, processes or project tasks.

Be broad with descriptions to enable quick visual measure and analysis of these key life, work and task effects.

Extend to next pages if need.

Progressively fill in the total hours completed under each heading on the simple 12hr clock / 50% pie chart.

To monitor your total time, log to the clock any additional hours under the task heading.

For a more accurate account, record hours and the daily percentage or calculate the percentage against the work day or project hours depending on the analysis.

Or use the clock and table for perceived / actual review.

Create task headings below.

Project:

Week | Ref:

Create event headings below.

■ Perceived ■ Actual

Subject | Process:

Page:

Of:

■ Perceived ■ Actual

Day | Project | Event | Meeting | Process:



Day	Project	Event	Meeting	Process	hrs	%



Day	Project	Event	Meeting	Process	hrs	%



Day	Project	Event	Meeting	Process	hrs	%



Day	Project	Event	Meeting	Process	hrs	%



Day	Project	Event	Meeting	Process	hrs	%