

TIME

CHECK YOUR TIME

Little time spent

A lot of time spent

A large dashed teal crosshair graphic is centered on the page. It consists of a vertical line and a horizontal line that intersect at the center. The horizontal line is positioned just below the text 'A lot of time spent', and the vertical line is positioned just to the right of the text 'Little time spent'. The lines extend downwards and outwards, creating a large empty space for a chart or notes.

TIME

Little
time spent

A lot of
time spent

Low
Importance

1 2

3 4

High
Importance