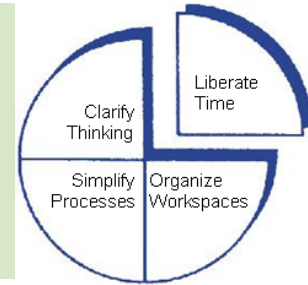




# KEEP TRACK OF YOUR TIME

## C.A.R.D.



There are 4 types of time you need to plan / track:

### **C** Committed Time

Time committed to others—appointments and meeting

### **A** Allocated Time

Time you allocate to projects / tasks you need to work on

### **R** Routine Time

Time needed every day, week, month, quarter or year for small tasks that if left undone, become major projects

### **D** Discretionary Time

Small 'windows' built into the day to allow for the unexpected