

TASKS IN TIME

1

## NOW

Short tasks to carry out immediately

TASKS IN TIME

2

## TODAY

Actions and tasks to be completed today

TASKS IN TIME

3

## THIS WEEK

Tasks and projects to be completed during the week

TASKS IN TIME

4

## THIS MONTH

Current or upcoming projects

TASKS IN TIME

5

## ON HOLD

Actions depending on external events

TASKS IN TIME

6

## LONG-TERM

Future projects