| Task Description | Time Taken |  |  | Hourly Rate |  |  | Degree of Difficulty |  |  | $\begin{aligned} & \text { Don't Do } \\ & \text { (Delegate) } \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Start | Finish | Total Time | \$10/hour | \$100/hour | \$500/hour | Easy | Medium | Hard |  |
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