

Task Tracker

This tool, inspired by the tool used by <u>Shadé Zahrai of Influenco Global LLC</u>, helps mentees reflect on key metrics regarding the tasks they took on in a given time period, e.g. one week or one month, to gain greater insight into their strengths/weaknesses

Task Any endeavour you spent >90 minutes on	Energy How energised do I feel?			Proficiency How well did I perform the	Flow How engaged was I? Did I lose	Learn How much did I learn from the
	Before	During	After	task?	track of time?	task?
	/5	/5	/5	/5	/5	/5
	/5	/5	/5	/5	/5	/5
	/5	/5	/5	/5	/5	/5
	/5	/5	/5	/5	/5	/5
	/5	/5	/5	/5	/5	/5
	/5	/5	/5	/5	/5	/5
	/5	/5	/5	/5	/5	/5
	/5	/5	/5	/5	/5	/5
	/5	/5	/5	/5	/5	/5
	/5	/5	/5	/5	/5	/5
	/5	/5	/5	/5	/5	/5
	/5	/5	/5	/5	/5	/5