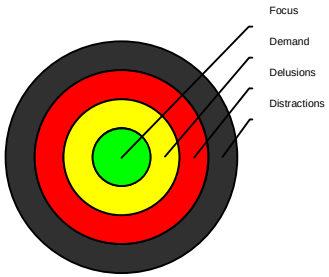

Date_____

New Tasks

New Ideas

Time	Activity	Category (1-4)	Time Spent

©Leankaizen Ltd 2008