



Viewing Work Hours Metrics

Work Hours metrics provide an overview of the time you have spent in sessions and any additional work categories, helping you understand how your work schedule aligns with your Work Hour goals. Your Work Hours metrics are available on the Home Tab.

Viewing Your Daily Summary

In the Daily Summary section of the Home Tab, you can view the work hours you completed for the day and the percentage of that day's target.

The screenshot shows the RIZE app interface with the following details:

- Top Bar:** Includes icons for Home, Work Hours, Sessions, and Calendar, along with a "Refer Friends" button.
- Date:** Tuesday, April 29, 2025.
- View Options:** Day (selected), Week, Month, Year, Custom, and navigation arrows.
- Left Sidebar:** Contains icons for Activity, Entries, Sessions, and Calendar.
- Timeline:** Shows activity from 10:00 AM to 5:00 PM. Activities include:
 - 10:00 AM - 11:27 AM: Design, Video Conferencing (purple box)
 - 10:00 AM - 10:58 AM: Review Designs (red box)
 - 10:00 AM - 10:58 AM: Focus (cyan box)
 - 11:00 AM: Meeting (pink box)
- Daily Summary:** A summary card on the right with the following data:
 - Work Hours:** 1 hr 24 min
 - Percent of Target:** 18% of 8 hr 0 min
 - Breakdown:** A donut chart showing time allocation by category:
 - Focus: 58 min (cyan)
 - Meetings: 26 min (pink)
 - Breaks: 0 min (blue)
 - Other: 0 min (grey)
 - Top Categories:**
 - 69% Design: 58 min
 - 31% Video Conferencing: 26 min
 - Top Tasks:**
 - 69% Review Designs: 58 min
- Bottom Bar:** Includes buttons for Power, Start Session, and a tracking status indicator (Paused).

Viewing Your Weekly, Monthly, or Yearly Work Hour Metrics

From the Home Tab, select either the "Week," "Month," or "Year" tab in the top right to view your Work Hour metrics for that period.

The Work Hours metrics include your total Work Hours, Percent of Target, and Average Work Hours in the selected period.

RIZE

May 2025

Work Hours: 10 hr 52 min

Percent of Target: 6% of 176 hr

Average per Day: 1 hr 21 min

Focus Percent: 49%

Work Hours (Bar Chart):

Date	Hours
5/1	0.5
5/3	0.5
5/5	1.5
5/7	2.0
5/9	1.0
5/11	0.5
5/13	0.5
5/15	0.5
5/17	0.5
5/19	0.5
5/21	0.5
5/23	0.5
5/25	0.5
5/27	0.5
5/29	0.5
5/31	0.5

Average: 1 hr 21 min

Breakdown (Donut Chart):

Category	Time Spent
Focus	5 hr 22 min
Meetings	3 hr 38 min
Breaks	17 min
Other	1 hr 33 min

Categories:

Category	Percentage	Time Spent
Design	23%	2 hr 7 min
Uncategorized	17%	1 hr 36 min
Code	14%	1 hr 16 min
Learning	11%	1 hr 0 min
Productivity	10%	54 min
Meeting	10%	52 min
Meetings	7%	36 min
Miscellaneous	5%	25 min

Tasks:

Task	Progress	Description	Duration	Action
Review D...	100%	Review Documentation	4 hr 39 min	edit

Projects:

Project	Progress	Description	Duration	Action
Design Work	50%	Design Work	4 hr 52 min	edit
Landing Pa...	41%	Landing Page	3 hr 59 min	edit
User Onbo...	9%	User Onboarding	52 min	edit

Clients:

Client	Name	Time Spent	Action
Bob Smith	Bob Smith	9 hr 27 min	edit

Tracking Status: Paused

Start Session

Jazz Lounge