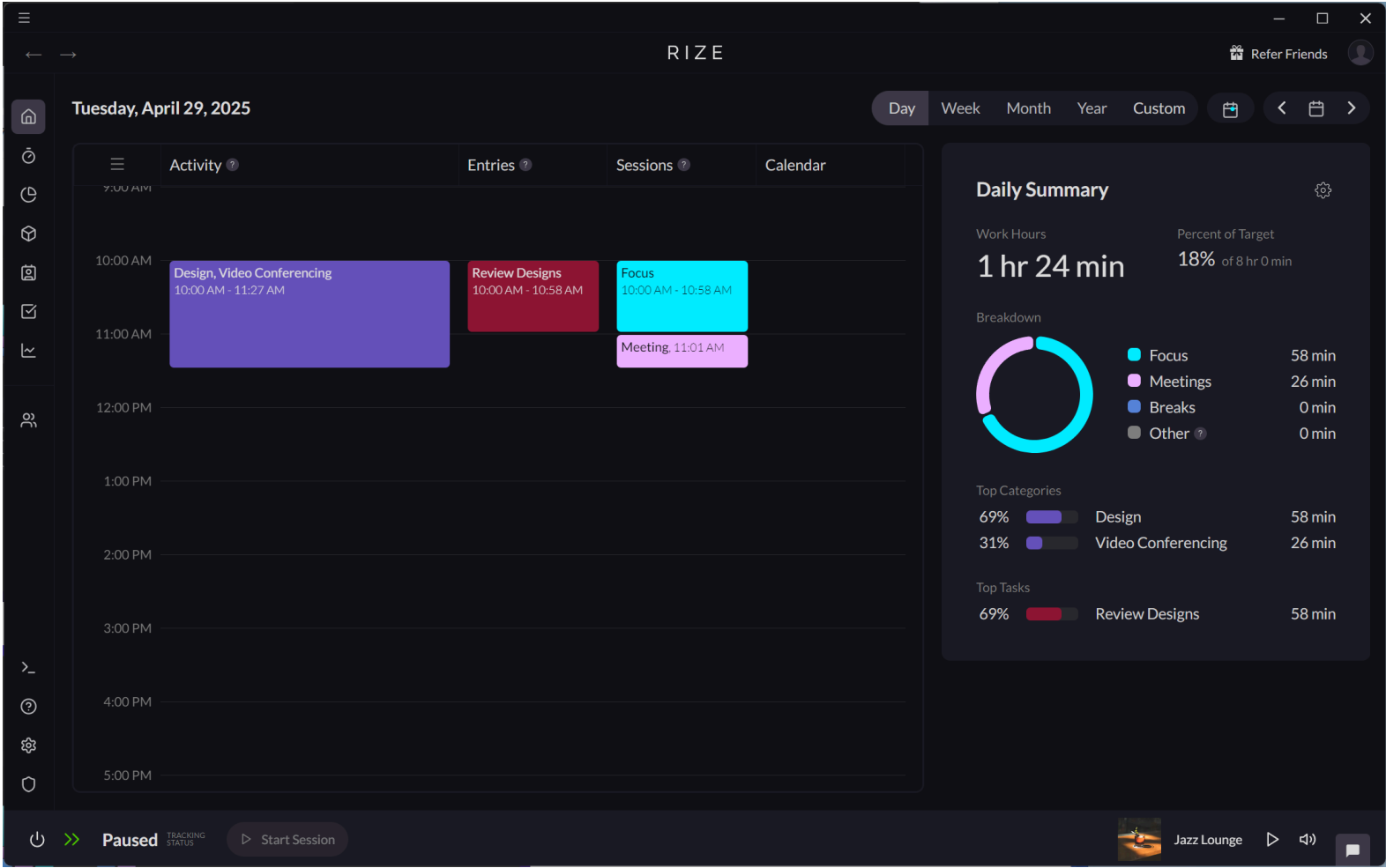


# Viewing Work Hours Metrics

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.



## 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.

RIZE

Refer Friends

May 2025

DayWeekMonthYearCustom

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

Date	Hours
5/1	0.2
5/3	0
5/5	1.8
5/7	2.0
5/9	1.5
5/11	2.5
5/13	0.5
5/15	0
5/17	0
5/19	0
5/21	0
5/23	0
5/25	0
5/27	0
5/29	0
5/31	0.5

Breakdown

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

Categories

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

Tasks

Percentage	Task	Duration
100%	Review D...	4 hr 39 min

Projects

Percentage	Project	Duration
50%	Design Work	4 hr 52 min
41%	Landing Pa...	3 hr 59 min
9%	User Onbo...	52 min

Clients

Percentage	Client	Duration
100%	Bob Smith	9 hr 27 min

Paused TRACKING STATUS

Start Session

Jazz Lounge