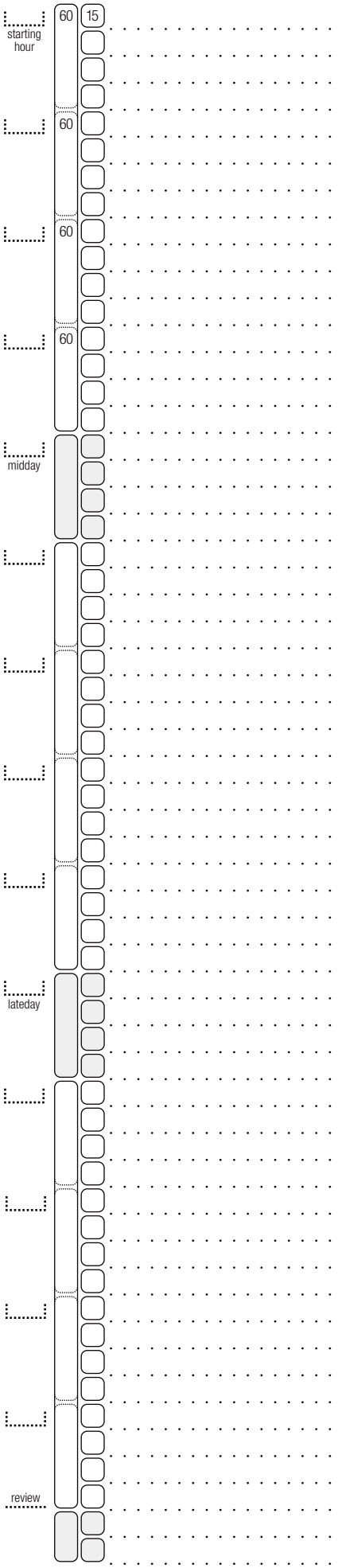
DATE **2010**

Pick 3 things to do today. **List** and **estimate** time in 15m blocks, filling bubbles to track. Use Day Grid (left side) for **scheduling**. Keep **notes** as necessary (bottom). **Review** and carryover on next day.

THE EMERGENT TASK PLANNER

instructions available at **davidseah.com/pceo/etp**



▼THREE MAJOR TASKS FOR TODAY

Realistic expectations equals **consistent daily productivity!**

01 ____ : : ____ Task description. Indent for subtasks. Track 15min/bubble. Mark estimate with vertical line. Total time.

02 ____ : : ____

03 ____ : : ____

Tackling more than three major tasks? **Clear your mind and go for it.**

04 ____ : : ____

05 ____ : : ____

06 ____ : : ____

More than six major tasks? **Reserve some energy for tomorrow.**

07 ____ : : ____

08 ____ : : ____

09 ____ : : ____

▼WHAT ELSE IS GOING ON TODAY?

Life just happens. Use this area to keep notes on the unexpected. Use numbers to label day grid as needed.

10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38