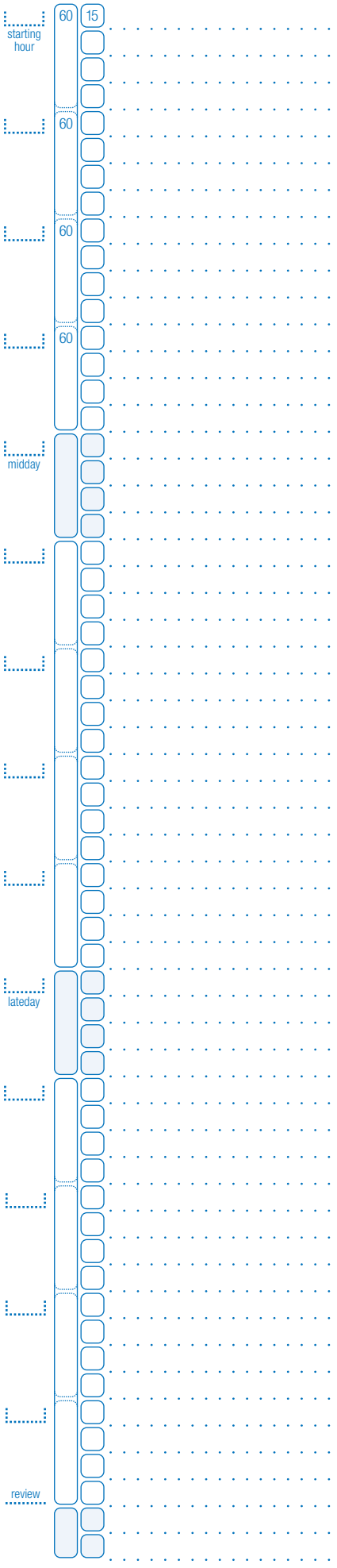
DATE **2010**

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 : : 0000 0000 0000 0000 .

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

02 : : 0000 0000 0000 0000 .

03 : : 0000 0000 0000 0000 .

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

04 : : 0000 0000 0000 0000 .

05 : : 0000 0000 0000 0000 .

06 : : 0000 0000 0000 0000 .

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

07 : : 0000 0000 0000 0000 .

08 : : 0000 0000 0000 0000 .

09 : : 0000 0000 0000 0000 .

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