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**

starting hour

60 15

60

60

60

midday

lateday

review

▼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