

starting hour

60 15

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midday

latelyday

review

▼ 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.

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