

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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