THE TASK ORDER UP!

Track one task per slip. Use to break down projects by deliverable and sub tasks. Arrange multiple slips by priority from left to right.

Visit davidseah.com/pceo/tou for more info

TASK / DELIVERABLE

DUE DATE ▸ 2010

WEEK NUM	MON	TUE	WED	THU	FRI	SAT	SUN
	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM

TOTAL TIME (15MIN INCREMENTS)

TOTAL HOURS LOGGED

CHECK ONE ☐BILLABLE ☐OVERHEAD

JOB CODE / REFERENCE NUMBER

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