DATE

ORGANIZE YOUR DAY AS IT HAPPENS! QUICK START: List 3 things to do, estimate time in 15min blocks. Fill bubbles to track time. Use Day Grid (left side) for scheduling. Keep notes as necessary.

THE EMERGENT TASK PLANNER

instructions available at davidseah.com/pceo/etp

start
60
15
60
60
60
mid break
late break
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