

Organizes your day as it happens!

Designed for people who have to get things done in the face of rapidly-changing priorities, The Emergent Task Planner (ETP) is based on a simple premise: getting even three things done on purpose is hard enough.

The ETP provides you with tools for estimating time, tracking time spent, and scheduling out blocks of time so you can see what is happening. Schedule in your tasks opportunistically and keep notes on the things that popped up using the note taking area.

STEP 1 • RISE AND SHINE

- At the beginning of the day, fill in today's date at the top of the form, and then number the hours. If you are starting at 8AM, then put an "8" in the top box and fill out the rest.

- If you're curious about the orange boxes, these occur every four hours to remind you to take a break. These are optional.

1 DATE

2 start

3 Task description. Indent for subtasks.

4 Track 5min/bubble. Mark estimate with vertical line. Total time.

5 Tackling more than three major tasks? Clear your mind and go for it.

6 More than six major tasks? Reserve some energy for tomorrow.

7 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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STEP 2 • LIST YOUR TASKS

▼ THREE MAJOR TASKS FOR TODAY

Realistic expectations equals **consistent daily productivity!**

- Write down 3 things. If you want to list more, you can list up to 9 tasks. Don't strain yourself!
- You can optionally **track time** up to four hours using the 15 minute bubbles.
- You can now **decide when to do your tasks.** Block out time for them in the Schedule Grid.

STEP 3 • TAKE NOTES

▼ 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.

- As the day goes on, use the **Note Area** to jot down things you need to remember.
- You can also use this area to list more tasks or **jot down reminders** for tomorrow.