THE EMERGENT TASK PLANNER

instructions available at **davidseah.com/pceo/etp**

MEMO

DATE **2009**

▼THREE MAJOR TASKS FOR TODAY

Realistic expectations equals **consistent productivity!**

▼ESTIMATE, TRACK and SCHEDULE ▶

01 Task description. Indent for subtasks. Mark estimated time with vertical line. Track 15min/bubble. Total time.

02

03

More than three major tasks? **You're doing great!**

04

05

06

More than six major tasks? **Don't burn out!**

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 timegrid 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

morning start

midday

evening

A B C D E