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

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 BAM, 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.

STEP 2

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

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.

TOMORROW • FOLLOWUP & REPEAT!