

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](http://davidseah.com/pceo/etp)

### ▼ THREE MAJOR TASKS FOR TODAY

Realistic expectations equals **consistent daily productivity!**

01 | \_\_\_\_\_ 0000 0000 0000 0000

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

02 | \_\_\_\_\_ 0000 0000 0000 0000

03 | \_\_\_\_\_ 0000 0000 0000 0000

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

04 | \_\_\_\_\_ 0000 0000 0000 0000

05 | \_\_\_\_\_ 0000 0000 0000 0000

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

07 | \_\_\_\_\_ 0000 0000 0000 0000

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09 | \_\_\_\_\_ 0000 0000 0000 0000

### ▼ 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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