

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

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mid break

late break

review

▼ 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.**

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05 | : : | 0000 0000 0000 0000 |

06 | : : | 0000 0000 0000 0000 |

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

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▼ 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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