THE EMERGENT TASK TIMER

See where your time is going! List activities you should do (project, homework, etc) starting at the top, and list distracting activities (email, web surfing) from the bottom up. Every 15 minutes (use an egg timer), fill in a bubble on the line that lists what you were actually doing. If it doesn't exist yet, write it in. Each

ACTIVITIES START		column should have only one filled bubble; at the end of your day, you'll have a visual chart of where your time has gone. DATE									
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List your priority activities (projects, research, etc.) from top.	(0000	0000	0000	0000	0000	0000	0000	0000	0000	0000.
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List distractions and unexpected activities (web surfing, surprises, etc.) from bottom.											

WHAT ELSE IS GOING ON TODAY?

Life just happens. Use this area to keep notes on the unexpected