

# DATE:

Today's Projects What will you focus on today?		Scheduled Events What is already planned for today?		Today's Schedule When will you do your tasks today?	
Project	Due Date	Time	Event	8:30am	
1				8:45am	
2				9:00am	
3				9:15am	
4				9:30am	
5				9:45am	
Supporting Tasks What else is needed to complete those projects?				10:00am	
Task		Who?	Project	10:15am	
				10:30am	
				10:45am	
				11:00am	
				11:15am	
				11:30am	
				11:45am	
				12:00pm	
				12:15pm	
				12:30pm	
				12:45pm	
				1:00pm	
				1:15pm	
				1:30pm	
				1:45pm	
Emergent Tasks Any unplanned tasks that pop up!				2:00pm	
Task		Energy Level	Project	2:15pm	
		1 2 3 4		2:30pm	
		1 2 3 4		2:45pm	
		1 2 3 4		3:00pm	
		1 2 3 4		3:15pm	
		1 2 3 4		3:30pm	
		1 2 3 4		3:45pm	
		1 2 3 4		4:00pm	
		1 2 3 4		4:15pm	
Notes				4:30pm	
				4:45pm	
				5:00pm	
				5:15pm	
				5:30pm	
				5:45pm	
				6:00pm	
				6:15pm	
				6:30pm	