

DATE:

PAGE:

TODAY'S PLANNED TASKS

Start time	15 min	30 min	60 min	Task Summary	Notes

KEY:
 Date = the date you plan to execute the tasks.
 Page = start with page 1, if you need another, page 2.
 Start time = the time you start the actual task.
 15 min = tick if you plan 15 minutes for the task; once 15 minutes has elapsed, you stop working on that task.
 30 min = tick if you plan 30 minutes for the task; once 30 minutes has elapsed, you stop working on that task.
 60 min = tick if you plan 60 minutes for the task; once 60 minutes has elapsed, you stop working on that task..
 Notes = any notes you may like to make relating to the task.