

# THE EMERGENT TASK PLANNER

The **Emergent Task Planner** is an analog tool developed by David Seah.

The one-page sheet captures all you need to organize your day. It contains:

- a place to write your to-dos down
- a schedule section to record your appointments and meetings
- a section to list your top priorities for the day (and the next day)
- a method to keep track of how much time you are spending on your priority tasks

The **Emergent Task Planner** is great when you feel totally at wit's end or paralyzed from all the work you have ahead of you.

Whip out one of these sheets (link to the free download below) and you're back on your way. Enjoy.

<http://davidseah.com/pub/downloads/pceo/etp/ETP01-2011-3HUS-C1.pdf>

For more detailed instructions on how to use the **Emergent Task Planner** or information on David Seah's other downloadable productivity-enhancing designs, please visit <http://davidseah.com/productivity-tools/>.

**Christine Li, Ph.D.**  
**[procrastinationcoach.com](http://procrastinationcoach.com)**