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 column

ACTIVITIES	START TIME	should have on			DATE			,			
l	START HOUR					0000	0000	0000			: :
List your priority activities (projects, research, etc.) from top.		0000	0000	0000	0000						0000;
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: : List distractions and unexpected activities (web surfing, surprise	s, etc.) from bottom.	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000:
WHAT ELSE IS GOING ON TODAY?							Life just	happens.	Use this ar	ea to keep	notes on the unexpected