

instructions available at davidseah.com/pceo/ett

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 should have only one filled bubble; at the end of your day, you'll have a visual chart of where your time has gone.

List distractions and unexpected activities (web surfing, surprises, etc.) from bottom.

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