Date	2010	What is today's theme?

	60	15	....

Major Tasks For Today

	Type	Expected Time	Actual Time

01

02

03

04

05

What else happened today?

06

07

08

09

10

11

12

13

14

15

16

17

18

19

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21

Record tasks, times (estimates vs actuals) and classify activities as **R**elational, **O**bjective, **Es**sential or **E**mergent. Review progress towards your objectives and growth goals each week and adjust course as needed. Measure what you want to achieve!