THE TASK PROGRESS TRACKER

instructions available at **davidseah.com/pceo/tpt**

Break down those industrial-strength projects into smaller, trackable tasks. QUICKSTART: List your tasks in the order you want. Mark estimated time (up to 4 hrs) using a tick over the BUBBLE TRACKER. A 15-min digital interval timer can be used to measure time spent; fill-in bubble when timer beeps. Optionally fill-in EFFORT bubble if task seemed really hard. Total time for your records. Check DONE, and celebrate!

PROJECT TITLE **STARTING** MONTH/DAY YEAR

	TASK DELIVERABLE / DESCRIPTION. INDENT SUBTASKS IF NEEDED.	DELIVER BY	15MIN/BUBBLE. MARK ESTIMATE W/ HASH.	EFFORT	TOTAL	
01	: :			×	=	DONE
02	: :			×	=	DONE
03	: :			×	=	DONE
04	: :			×	=	DONE
05	: :			×	=	DONE
06	: :			×	=	DONE
07	: :			×	=	DONE
08	: :			×	=	DONE
09	: :			×	=	DONE
10	: :			×	=	DONE
11	: :			×	=	DONE
12	: :			×	=	DONE
13	: :			×	=	DONE
14	: :			×	=	DONE
15	: :			×	=	DONE
16	: :			×	=	DONE

WHAT ELSE IS GOING ON IN THE PROJECT?

PROJECT COMPLETE

17
18
19
20
21
22
23
24
25
26
27
28
29
30