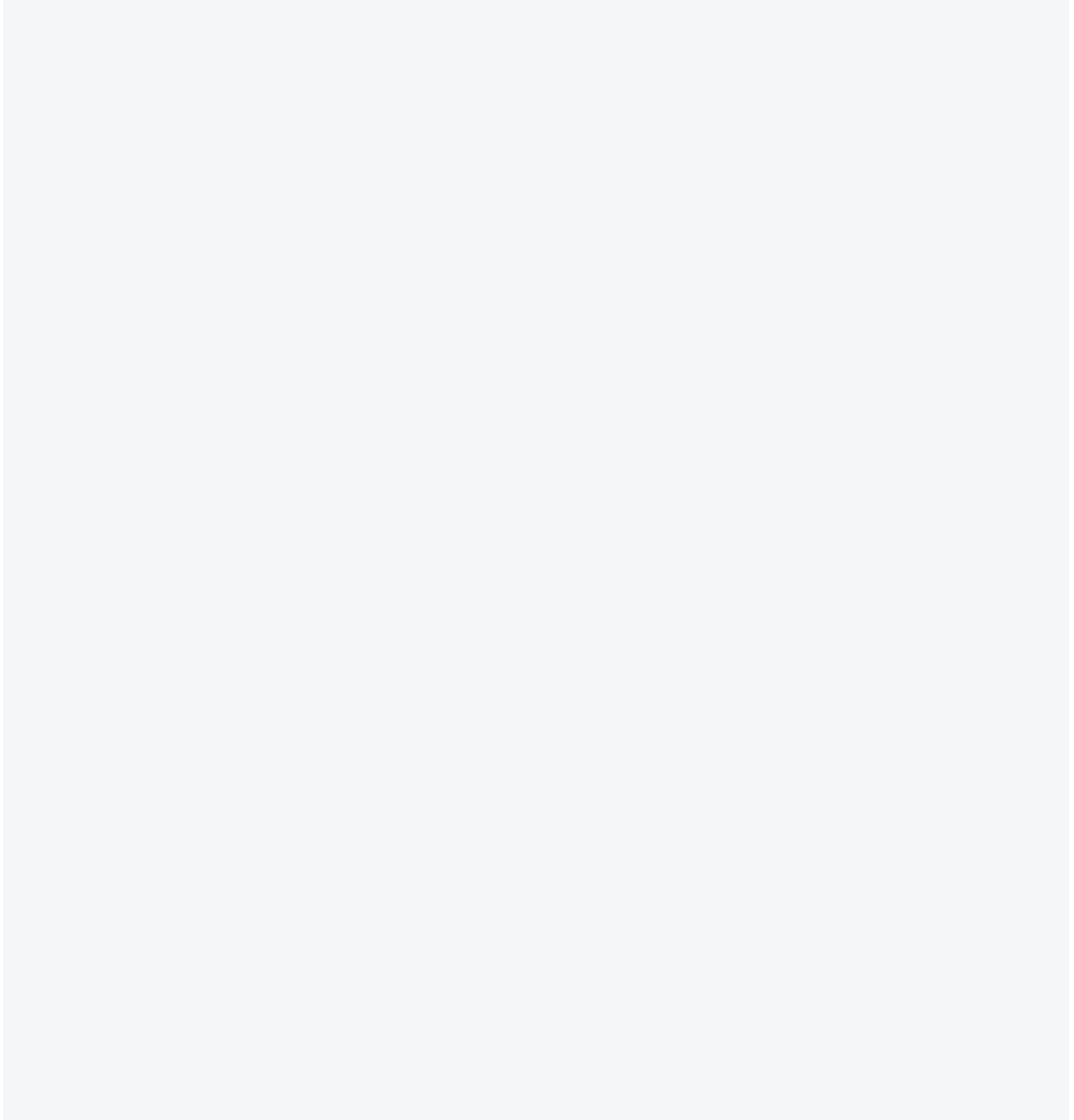


TO-DO LIST DOWNLOAD

A. Write down all the to-do items

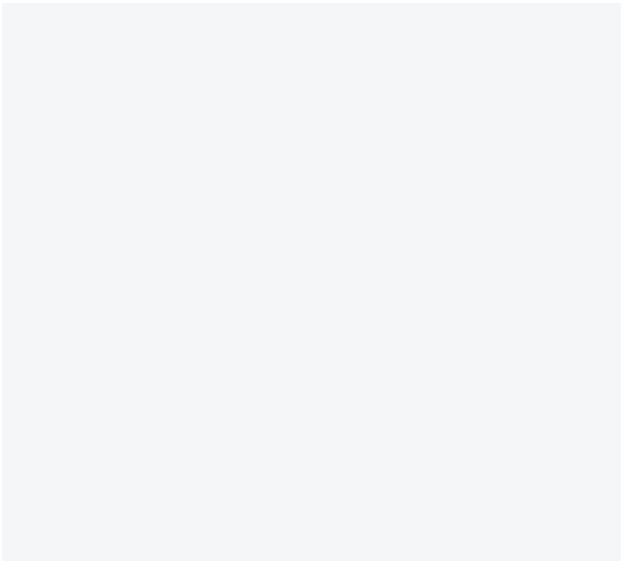
B. Mark each one as (1) to-do this week (2) delay (3) delegate (4) delete



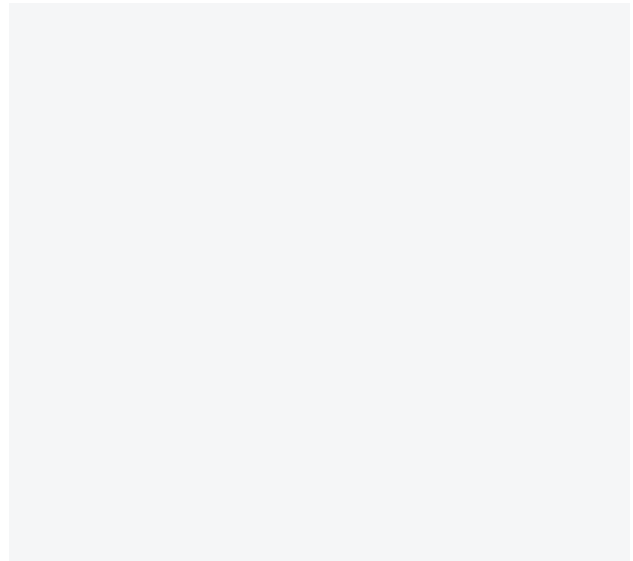
TO-DO LIST DOWNLOAD

Organize the list into categories (work, kids, household, etc.)

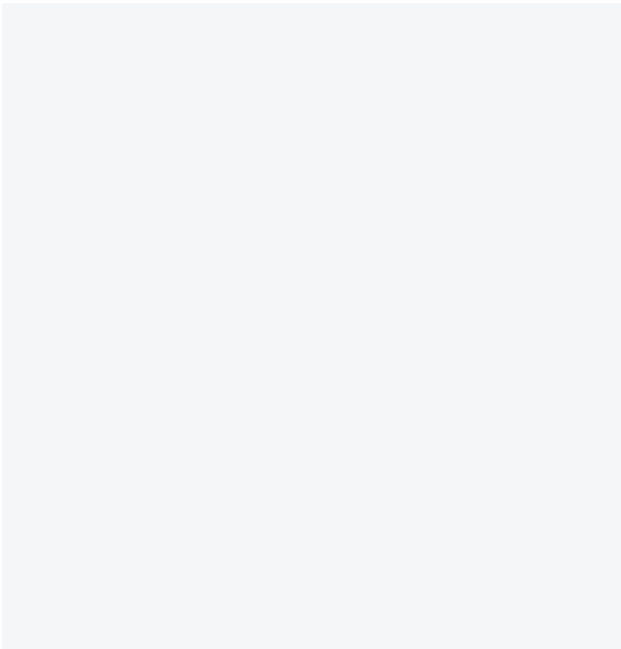
CATEGORY:



CATEGORY:



CATEGORY:



CATEGORY:

