



THINGS TO DO THIS MONTH

Month: _____

	<i>Work-related Tasks</i>	<i>Due</i>	<i>Notes</i>	<i>Done?</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

	<i>Appointments & Meetings</i>	<i>Day/Date</i>	<i>Time</i>	<i>Done?</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

	<i>Household Tasks</i>	<i>Who?</i>	<i>Notes</i>	<i>Done?</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

	<i>Phone Calls</i>	<i>Number</i>	<i>Done?</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

For next month's list:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____