To Do List

Date: Monday, October 12, 2026

TOP 3 PRIORITIES

☐	**Send Q4 campaign plan to Alex**	Due 3 pm
☐	**Book dentist appointment**	Today
☐	**Pay electricity bill**	Due Oct 14

WORK		PERSONAL	
☐	Reply to client emails	☐	Grocery shopping
☐	Review webinar slides	☐	Call Mom
☐	Update project tracker	☐	30-minute walk
☐	Prepare for Sam 1:1	☐	Return library books
☐		☐	
☐		☐	
☐		☐	

Calls and emails
☐ Plumber – (555) 300-1200
☐ Email school about trip form
☐

Errands
☐ Post office
☐ Pick up dry cleaning
☐

Notes / tomorrow: Move webinar slides to Tuesday if not finished.

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