

MONTHLY CHECKLIST

| ✓ | Project | Task | Context |
|---|------------------|--|-----------|
| | BloemFix | SEO Scan | @Office |
| | Bookkeeping | Create Budget | @Desk |
| | Christmas 2015 | Save R100 for Christmas fuel | @Anywhere |
| | Family & Friends | Whatsapp Maryann | @Phone |
| | Markplein #23 | Pay W&L | @Office |
| | Markplein #23 | Pay Levy | @Office |
| | Markplein #23 | Pay Rates | @Office |
| | Organize Now | Schedule a Me Day | @Anywhere |
| | Organize Now | Schedule a date with Mark | @Anywhere |
| | Organize Now | Schedule a date with Child | @Anywhere |
| | Organize Now | Schedule a date with Girl-friends | @Anywhere |
| | Organize Now | Balance Books | @Computer |
| | Organize Now | Update inventory list | @Computer |
| | Organize Now | Re-evaluate your Someday/Maybe lists | @Desk |
| | Organize Now | Pick a Someday/Maybe task and add it to your Monthly Checklist | @Desk |
| | Organize Now | Review priorities | @Desk |
| | Organize Now | File/update personal information | @Desk |
| | Organize Now | Review Bank Statements | @Internet |
| | Spirit/Christian | Tithe | @Office |
| | Organize Now | File the papers in your "Inbox" | @Home |
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