Monthly To-Dos

month: _____ My Monthly Top Three Focus for the Month 1 2 3 Do Not Forget — Important and Urgent Tasks — ——— Calls, Emails, Texts— **☎** ⋈ **↑ ☎** ⋈ **↑** $\mathbf{z} \bowtie \mathbf{n}$ $\mathbf{z} \bowtie \mathbf{f}$ ——— Other Tasks ——— **2** × **1 ☎** ⋈ **↑** ——— Errands to Run ———— ——— Fun Stuff ——— Worries for Another Month

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