

The Friday Checklist – Filled In

WHAT ARE THE 25 PERSONAL AND BUSINESS TASKETTES THAT WOULD COMPLETE YOUR WEEK AND PREPARE YOU FOR THE UPCOMING WEEK?

Write down the 25 items that you would need to do each week in order to feel totally organized, well maintained, complete with the week gone by, and ready for the upcoming week. Include personal care items, business taskettes, house cleaning chores, etc. To view a sample list or to get more copies of this PDF form, visit FridayChecklist.com. As you complete each item, fill in one of the circles preceding it. (Thus, the form is 'good' for one month.)

1. Go through Friday followup folder in Outlook
2. File everything away
3. Update my websites
4. Update revenue/sales/subscriber chart
5. Mail out gifts to R&D team
6. Scoop 5x ahead/ready
7. Full Prax written
8. TriviaVille ahead
9. Ads up and ready
10. Cicada okay
11. Marty okay
12. System tweaks/improvements
13. Update cs.com/ad.html
14. Thank volunteers
15. Maria
16. Update CV links
17. CCN okay
18. Webmaster's Ezine up
19. Steve meeting/update
20. Bills paid/mail processed
21. Add Dave Classes
22. Add Thomas' Classes
23. Update projects list
24. Form of the week
25.



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