

✓ #	Task	7/29	7/30	7/31	8/1	8/2	8/3	8/4	8/5
1	[SAMPLE TASK LIST]								
1.1	Prepare and finalize my resume								
1.2	Complete the eLearning course								
1.3	Finalize the documents with								
1.4	Get dental checkup done								
1.5	Setup appointment with the dean								
2	Finance								
2.1	Pay family-insurance premium								
2.2	Check balance for loan-payment								
2.3	Sell shares for \$1800								
3	Home Needs								
3.1	Fix the washing machine								
3.2	Dispose the old sofa set								
3.3	Purchase linen set								
3.4	Purchase skates for the kid								
3.5	Service the car								
4	Entertainment								
4.1	Purchase Wii								
4.3	Finalize the travel plan with kids								
5	Official								
5.1	Create similar plan for office tasks								