

My Tasks

To-Do List

Tasks (This computer only)

Tasks 9 - randy@randalldean.com

Temp Task (This computer only)

Temp Task - randy@randalldean.com

Tasks 3 - Outlook

Temp Task - Outlook

To-Do List

Search To-Do List

All

TASK SUBJECT	DUE DATE	STATUS	CATEGORIES	IN FOLDER
Click here to add a new Task				
☒ ☐ ! Timely Tip -- don't lose your tasks	Mon 12/18/2017	Not Started	Timely Tips, Marketing/PR	Tasks (This computer only)
☒ ☐ ! Prep new video -- Today view	Tue 12/19/2017	Not Started	Timely Tips	Tasks (This computer only)
☒ ☒ SASBO-webinar-payment (Send 11/14)		Completed	Accounting & Receipts	Tasks (This computer only)
☒ ☐ ! Last done 11/5 -- -- Add in new Timely T		Not Started	Timely Tips	Tasks (This computer only)
☒ ☐ ! Call mom		Not Started	Family/Friends	Tasks (This computer only)
☒ ☐ ! Dist to Pro		Progress	Book, Marketing/PR	Tasks (This computer only)
☒ ☒ ! NE-SAE-payment---fee & expenses		Completed	Accounting & Receipts, C...	Tasks (This computer only)
☒ ☐ ! Social media timely tip -- DM best article		Not Started	Timely Tips	Tasks (This computer only)
☒ ☐ ! Compile travel expenses - RSM		Not Started	Accounting & Receipts, C...	Tasks (This computer only)
☒ ☐ ! Send PDFs -- IND -Test e-mail to show h		Not Started	Carol, Marketing/PR, Cl...	Tasks (This computer only)
☒ ☐ ! Send MGMA Expenses		Not Started	Accounting & Receipts, B...	Tasks (This computer only)
☒ ☐ ! Send PDFs -- ICMA -- Test e-mail to sho		Not Started	Carol, Marketing/PR, Cl...	Tasks (This computer only)
☒ ☐ ! Send follow ups -- MGMA, RSM, IND		Not Started	Clients/Prospects	Tasks (This computer only)
☒ ☐ ! Send invoice -- travel -- RSM		Not Started	Accounting & Receipts, C...	Tasks (This computer only)
☒ ☐ ! Create one-pager for event -- RE: Draft Handouts file...	Wed 12/20/2017	Not Started	Clients/Prospects	Tasks (This computer only)
☒ ☐ Car keys and boarding pass life hacks	Wed 12/20/2017	Not Started	Timely Tips	Tasks (This computer only)
☒ ☐ Distraction article in Facebook Messenger	Wed 12/20/2017	Not Started	Book	Tasks (This computer only)
☒ ☒ Invoice-payment---UM-webinars (\$630 & \$660)	Wed 12/20/2017	Completed	Accounting & Receipts, C...	Tasks (This computer only)
☒ ☐ Set up upsells for eLearning programs	Wed 12/20/2017	Not Started	Online Streaming Webinar ...	Tasks (This computer only)
☒ ☐ ! Breakfast every day by 10:00 a.m.	Wed 12/20/2017	Not Started		Tasks

December 2017

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	1	2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30	31	1
	2	3	4	5	6	

TodayNone