

# JANUARY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	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			

## Reminders :

- Prepare tax documents
- Business registration renewal
- General meeting to review 2022 business performance

## To Do List :

- Study business reports
- Forward tax documents to accountant
- Expedite business documents for renewal

## Notes :

The start of the year entails a lot of tasks but if all members of the business work together, these tasks can be accomplished.