

## Master To Do

~~Call Verizon~~

Call car dealership-maintenance

Schedule appt with Susan B.

Virtual Coaching ad design

Cancel club membership

Pay bills

Go to office supply store

Schedule Eye Dr. Appt

Return call Beth B.

727-555-555

Create a marketing plan

**Don't cross off  
until complete**

**Every week thumb through previous master pages and bring forward to tomorrows Master any that have not been completed  
\*\*Paperclip old Master Todo pages so that you can keep your Place and have historical reference.**

## To Do Today

1-23-13

**Morning:**

~~Call Verizon~~

Call car dealership-  
maintenance

Schedule appt with Susan B.

10 am Session Ann Z.

**Afternoon:**

Cancel club membership

Pay bills

**Organize your day  
Bring items from  
Master**

# Tips for Master ToDo Notebook

- If you cross it off of today's list, cross it off the master list also
- Phone numbers that you don't have in your contacts already, write in the master list.
- You can listen to your voice mail and transcribe the ones you need to return on your master list with the number.
- Weekly go through and bring forward all past master todo's (see note)
  - When you do this you can plan on adding contacts from voice mails to your book or phone contacts
  - Paper clip past master todo side so that you can always easily open to "Today's To Do" list
- Use these types of tabs or paper clips to make sections in the back of your book for projects, shopping lists, or other.



If you purchase a notebook with a pocket, you can get a checkbook sized month at a glance calendar, if you don't need a more complex calendar or don't use electronic calendar.

