

Example of Tasks

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1 Work WORK

Only work tasks in this list.

1.1 Marketing

Project "Corporate Marketing".

Background and research

TODO Who are the competitors? **FLAGGED**

- **TODO** What are our product's advantages?
- **TODO** Target market

TODO Elevator pitch

PR firm

TODO Call Laura about PR firm

PHONE

STRT Interview PR firm candidates

Advertising campaign

TODO Call Joe

Plan conference

Calendar events/invitations.

TODO Recruit volunteers

TODO Make sure responses are coming back

1.2 Operations

TODO Update database to latest version

TODO Update Website

Update blog.

1.3 Travel

Boston

TODO Find a flight

TODO Book hotel room

TODO Schedule meetings

TODO Submit expense report

2 Personal

PERSONAL

2.1 Reading

DONE Read "Getting Things Done"

2.2 Health

TODO Make dentist appointment

PHONE

TODO Go to the gym

It should be as natural to some as showering or eating.

TODO Do jogging

Marathon = 42,195 km.

2.3 Finance

TODO Pay electricity bill

FLAGGED

TODO Renew newspaper subscription

TODO Cancel insurance

MAIL

2.4 Chores

TODO Buy milk

TODO Buy dog food

WAIT Mail package to Susan

TODO Buy groceries

TODO Mow the lawn

TODO Get a haircut

TODO Buy anniversary present

TODO Take out trash

TODO Get the car fixed

2.5 Recreation

TODO Go to concert