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Note: I hate written to do list – I use Outlook calendar and put down task as meetings.

I use colour coding for activities and mental notes.

**TO DO list Tuesday 8 June**

Drop off Maria to school

Finish design for Java Jungle

Print A2 poster for Hive

Meet Jane for Lunch

3.00PMGoogle meet video chat with Azhann (Prokey) -set aside ½ hour to prepare and 1 hour or so for the video meet.

Work done!

Dinner (takeaways) get ready for opera.

The Wedding of Figaro starts at 7.30pm – leave home at 6.45pm