

TASK DATE - EXAMPLES

• General / Everyday

- ↳ Target
- ↳ Bank
- ↳ Ikea
- ↳ Trader Joes
- ↳ Farmer's market
- ↳ Returning items
- ↳ post office
- ↳ book shop browsing
- ↳ REI
- ↳ walk dog
- ↳ learning something new
- ↳ catch up on emails

• Calendar Specific

- ↳ Taxes
- ↳ Costume Shopping
- ↳ Christmas/Holiday Shopping
- ↳ FAFSA Application
- ↳ Grants

• Help Needed

- ↳ gardening
- ↳ Mounting TV

↳ trip planning (lodging/air travel etc.)