"To"... List

**TODAY’S DATE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **#ITEM** | **To Call/Email… (Who?)** | **To Finish/Send… (What?)** | **To… (Do What?)** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |
| **11** |  |  |  |
| **12** |  |  |  |