Classical Liberal Arts Academy

Task Minder

PERSONAL	HOME/FAMILY	SCHOOLING/CHILDCARE
❑	❑	❑
❑	❑	❑
❑	❑	❑
❑	❑	❑
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❑	❑	❑
❑	❑	❑
❑	❑	❑

BUSINESS/FINANCES	SHOPPING/SERVICES	MISCELLANEOUS
❑	❑	❑
❑	❑	❑
❑	❑	❑
❑	❑	❑
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❑	❑	❑

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This task minder is used to jot down any tasks that come to mind or are suggested to you throughout the day. This form may be used until it is filled. The goal is to move listed tasks that must be done to your schedule/planner and complete them. Tasks that have been moved to your schedule/planner should be checked off. Tasks that have been completed of that you have elected not to complete should be struck out. This sheet should be referred to daily to make sure that no time-sensitive tasks are neglected and that no necessary tasks are forgotten. For convenience you may wish to keep a copy in your purse or pocket.