

**Daily to Do List Card**

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**Important Notice**

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| **To Do** |
| □ Finalize annual marketing plan |
| □ Download machine instruction manual |
| □ Buy LEGO for Tommy |
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| **Don’t Forget To:** |
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| **Call or Email** |
| □ [www.abc@gmail.com](http://www.abc@gmail.com) / 0900-123-456 |
| □ [www.abc@gmail.com](http://www.abc@gmail.com) / 0900-123-456 |
| □ [www.abc@gmail.com](http://www.abc@gmail.com) / 0900-123-456 |
| **Meal Planner** |
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| **Due** | | |  | **Schedule** | |  | | **Done?** |
| 01/11/2021 | | |  | Book venue for grandparents 50th |  | | □ | |
| 01/11/2021 | | | Catch up on violin practice | □ | |
| 01/11/2021 | | | Book summer holyday | □ | |
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