Your too many to do's Buttoned Up."



Too much on your plate? Keep yourself honest with this to-do list with a twist. It will gently point out when your work, home and everything else lists start to look impossibly long and prompt you to delegate and/or strike non-essential tasks.

date:

work	home	everything else
<u> </u>	many tasks – need to delegate or cross someth	ing off
delegate		
	delegale	