"DO" LIST

"Before everything else, getting ready is the secret of sucess.

NAME:	
	DATE:

Henry Ford

URGENCY A, B, C or DATE	THINGS TO DO	RESULTS / COMMENTS
URGENCY A, B, C or DATE	PEOPLE TO CALL OR SEE	SUBJECT / COMMENTS

DATE:			1
			l

PENDING INFORMATION OR DEVELOPMENTS						
WHAT	SOURCE	DATE NEEDED				
REMARKS:						
WHAT	SOURCE	DATE NEEDED				
REMARKS:						
WHAT	SOURCE	DATE NEEDED				
REMARKS:						
IDEAS Jot Them Down - ACT - GET RESULTS						