

YEAR-END WIND DOWN

<i>Personal</i>	RANK	DUE	START	FINISH
Clean/declutter closet				
Clean car				
Add money to savings				
Select your vacation dates				
Open/shred/dispose mail				
Check all unread voicemails				
Plan a fun activity				
Reflect/journal about this year				
Schedule health appts for next year				
Delete unnecessary emails				
Write your vision for next year				

<i>Work/Business</i>	RANK	DUE	START	FINISH
Follow-up/solidify outstanding appts				
Read all unread emails				
Organize digital folders/files				
Set up your away message				
Send thank you cards to clients				
Declutter/organize workspace				
Set a business goal for next year				

NOTES:
