

Morle Inc

Weekly To Do List

This list is to be reviewed in a weekly management meeting to take place at 10am every Saturday morning. During that meeting, tasks will be allocated according to the week's priorities.

Agenda

- What's coming up – add weekly events to individual calendars
- What's going on at work – choices.
- Weekly task allocation

Tasks

What	Who	When
Vacuum house + dusting		
Blow yard		
Blow deck		
Clean bathrooms		
Tidy Playroom		
Tidy Kids' room		
House Tidy		
Mow Lawn		
Pruning		
Shopping (Main)		
Shopping (Top up)		
Accounts / Bills Personal		
Accounts / Bills		
Ironing		
Washing Clothes		
Clean Gutters		
Clear Yard		
House Projects		