

5/20/22

- Go to Mail Room pick up music
- Copy & Digitize Music
- Update Band website w/ New music
- Clean Desk
- Posters w/ QR code for SCS Leadership Works.
- Check Uniform inventory
- CALL STUDENTS that still have uniforms
- Call incoming 8th graders, Check on Band status
- Reach out to De'll Weirte w/ updated numbers
- Email music to de'll weirte
- SEND EMAIL to Ms. Peoni - Class Schedules
- " " to Ms. Nelson - Class Roster
- ASSIST Picking out Gated uniforms for Half-time Theme
- Buy France parcel AT LAUNDERS
- Repair France
- Clean Garage
- DOCTORS APPT

5/20/22

A³ - Go to M.A. Room pick up music

A⁴ - Copy & Digitize Music

A⁵ - Update Band website w/ new music

A¹ - Clean Desk

A² - Postcard w/ QR code for SCS Leadership Weeks

A⁷ - Check Uniform inventory

B¹ - CALL STUDENTS THAT STILL HAVE UNIFORMS

B² - Call incoming 8th graders, check on Band status

C¹ - Reach out to Deill Website w/ updated numbers

A⁶ - Email music to deill website

B³ - SEND EMAIL to Ms. Peom - Class Schedules

B⁴ - " " to Ms. Nelson - Class Roster

A⁸ - ASSIST picking out hooded uniforms for Half Time Theme

B⁵ - Buy Face paint AT LAUNDERS

C² - EPTIC FACE

B⁶ - CLEAN GARAGE

B⁷ - D.P.O.C. A.D.D.T

Things to Do

Must Do

✓	A	Item(s) To Do	Additional Comments
✓	A1	Clean Desk	look for trip agenda
✓	A3	Print out attendance sheet	
✓	A2	Call Band Director at WSHS	FSU trip
✓	A4	Email Lyman BD	

Should Do

✓	B	Item(s) To Do	Additional Comments
✓	B1	FBA Solo/Ensemble Sign-up sheet	
	B2	Print out Birthday	October

Could Do

✓	C	Item(s) To Do	Additional Comments
	C1	Order music from JW Pepper	Patriotic songs

Step 1: Write everything down. It doesn't matter what order, but try to put it in a category of Must Do, Should Do, or Could Do.

Note: Must Do = Try to get it done today

Should Do = Get it done within a day or 2.

Could Do = Within one week projects

Step 2: Then assign each item a work number.

Date _____

Things to Do

Must Do

✓ A	Item(s) To Do	Additional Comments

Should Do

✓ B	Item(s) To Do	Additional Comments

Could Do

✓ C	Item(s) To Do	Additional Comments

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Things to Do

Must Do

✓ A	Item(s) To Do	Additional Comments

Should Do

✓ B	Item(s) To Do	Additional Comments

Could Do

✓ C	Item(s) To Do	Additional Comments

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