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|  | TO DO LIST |
|  | Phone Calls |
| White icon graphic of telephone receiver |

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|  | Errands |
| White icon graphic of person walking with shopping bags |

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 |
|  | Correspondence |
| White icon graphic of envelopes |

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|  | Projects |
| White icon graphic of scissors, hammer, and saw |

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|  | Miscellaneous tasks |
| White icon graphic of file folder, paper, and hand writing with pen |

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