

The secret of getting things done is to act! Dante

January 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Final Payment for 2002 Estimated Taxes	16	17	18
19	20 Martin Luther King Day	21	22	23	24	25
26	27	28	29	30	31	

January Focus: Planning

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|-------------------------------------|---------------------------------|
| ___ Write ___ pages/words . | ___ Pay quarterly sales tax |
| ___ Send ___ queries. | ___ Determine 2003 income plan. |
| ___ Send ___ reprint queries. | ___ Set yearly goals. |
| ___ Seasonal queries: Apr, May, Jun | ___ |
| ___ Balance checking account. | ___ |
| ___ | ___ |