

**To Do**

**Every Day:**

- 1.
- 2.
- 3.

**TOP Priorities**

- 1.
- 2.
- 3.

**MEDIUM Priority:**

- 1.
- 2.
- 3.

**PARKING LOT (projects for someday)**

- 1.
- 2.
- 3.

**SYSTEMS That Need Improvement:**

- 1.
- 2.
- 3.