**Loose-End Checklist**

***Goal: Tie up all of the following loose-ends by [date].***

**Finances**

[Example: Find out why I keep getting that weird $5 checking account fee every month.]

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**Health**

[Example: Schedule annual physical exam with Dr. Park.]

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**Friends and Family**

[Example: Send a ‘thank you’ card to Sarah for the awesome birthday gift.]

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**Email/Social media/Digital life**

[Example: Go through inbox and unsubscribe from all those newsletters I don’t want anymore.]

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**Work**

[Example: Total up hours for the Clear project and send an invoice.]

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**Home**

[Example: Fix the squeaky closet door.]

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**Miscellaneous Things**

[Example: Return boots that don’t fit and get correct size or store credit.]

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