

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.]

() _____

() _____

() _____

Health

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

() _____

() _____

() _____

Friends and Family

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

() _____

() _____

() _____

Email/Social media/Digital life

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

() _____

() _____

() _____

Work

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

() _____

() _____

() _____

Home

[Example: Fix the squeaky closet door.]

- () _____
- () _____
- () _____

Miscellaneous Things

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

- () _____
- () _____
- () _____