Finding time today

date:

| Quick tasks | How long will it take? | Do I need anything special for it? | Done |
|-----------------------|------------------------|--|------|
| 1 | | | |
| 2 | | | |
| Bigger tasks | How long will it take? | Do I need anything special for it? | Done |
| What is it? | | | |
| Stage 1 | | | |
| Stage 2 | | | |
| Stage 3 | | | |
| Are there any spaces? | How can I use them? | | |
| 1 | | | |
| 2 | | | |

| What is the clutter? | Where did you dump it? |
|----------------------|------------------------|
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