Job Checklist Example

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Donor thank you												
Expense Reports												
Balance checking												
Balance credit cards												
Newsletter: mail, website.												
Send email news												
Update pictures on website												
Dust, Vacuum, etc.												
Clean Google Addr												
Inventory office & print/copy supplies												
Clean computer monitors and mouse												
Nat'l report												
Print Cleaning Page on printer												
Make Backup Flash Drive												