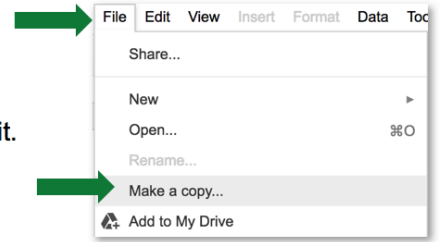


In the menu, click **File > Make a copy...**

[illegible]

# Daily Task List Template

Today's date

## Task list

## Top priorities

## Various to-do

## People to connect with

## Places to visit

Items for another day

## **DISCLAIMER**

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