

RECURRING TASK AND EVENT IDEAS

Work:

- Public holidays
- Regular meetings
- Performance review
- Goal setting and review
- To-do list review

Health:

- Doctor's appointments
- Gym classes
- Prescription refills
- Old makeup and medicine clearout

Personal life and development:

- Study sessions for new language
- Calling parents
- Planning vacation
- Computer backup

Home:

- Watering plants
- Deep cleaning.
- Holiday decorations

Finances:

- Monthly bills.
- Investment review.
- Retirement top-up.
- Loan repayments.