

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																								
Dust, Vacuum, etc.																								
Clean Google Addr																								
Send email news																								
Inventory office & print/copy supplies																								
Clean computer monitors and mouse																								
Newsletter: mail, email, on website.																								
PC report. Budget																								
Print Cleaning Page HP LaserJet 4250																								
Make Backup Flash Drive *																								