



Elegance Studios
300 N. Main St.
Jacksonville, MN 55630
Phone: (612) 636-6000
Fax : (612) 636-6060

To Do List
5/8/2007-5/25/2007
All User

Tammy Smith

Urgent	Priority	Due Date	Start Date	Completion Date	Assigned By:	Description
No	8	5/11/2007	5/11/2007		Tammy Smith	Remember to update Windows.
Notes: www.windowsupdate.com						

Joe Anderson

Urgent	Priority	Due Date	Start Date	Completion Date	Assigned By:	Description
Yes	1	5/8/2007	5/8/2007		Joe Anderson	Remember to mail in employee information to payroll company
Notes: <i>This must happen by Friday or they will not be paid!</i>						

Joe Anderson

Urgent	Priority	Due Date	Start Date	Completion Date	Assigned By:	Description
No	3	5/11/2007	5/11/2007		Joe Anderson	Perform a full system backup on server
Notes: <i>Put the backup in the fire file.</i>						

Tammy Smith

Urgent	Priority	Due Date	Start Date	Completion Date	Assigned By:	Description
No	5	5/8/2007	5/8/2007		Tammy Smith	Place Ads in local town magazine
Notes: <i>Ask for Bob.</i>						