

To Do List

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Date: Tuesday, June 26, 2022

X = Done	<u>Description of Tasks to be Done</u>	<u>Priority</u>
<input type="checkbox"/>	<i>Research impact of international accounting standards on financial statements.</i>	5
<input type="checkbox"/>	<i>Review financial results for previous two months.</i>	1
<input type="checkbox"/>	<i>Design forms to enhance accuracy and ease of review of monthly journal entries.</i>	4
<input checked="" type="checkbox"/>	<i>Arrange schedule for Wednesday in order to attend funeral at 4 p.m.</i>	2
<input type="checkbox"/>	<i>Schedule employee review sessions for next week.</i>	3
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

For a blank form see **Form G19**.

Learn more about financial ratios at www.AccountingCoach.com.