index cubby / at a glance

write it down · file it somewhere · move it whenever you need

DATES + DAYS	months + weekly overviews: dates | day tabs: tasks
ACTIVE ZONE	unsorted inbox: sort later | next / queue: soon
	in progress: started | pending: waiting
TASK BANK	tasks you want to save for later
BRAIN BANK	ideas, lists, notes, and useful information

these are suggestions. make your cubby work for you.

print at 100% / actual size, then cut along the dashed line (5 x 3 in).