S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

January 2010

S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

✓ Task Completed
→ Planned Forward
X Task Deleted
☐ Delegated Task
• In Process

PRIORITIZED DAILY TASK LIST

ABC	
A1	Approve Agenda
A2	Approve minutes
B1	Elk Point City Abatement(copy)
B2	North Sioux City Abatement
B3	Bank Balance (copy)
B4	CPI & Opt out Info (copy)
C1	New hires
C2	Resolution SECOG (copy)
C3	Travel Authorization
C4	Correspondence
C5	Recovery Zone Bonds(copy)
D1	Approve Claims
D2	Old Business
D3	New business

DAILY EXPENSES

APPOINTMENT SCHEDULE

6	
7	
8	February 9, 2010 8:30 public input
9	9:00 Sheriff Limoges 9:15 Sean Brady-Liquor License 9:30 Treas. Hertel
10	Highway Planning & Zoning States Attorney
11	
12	
1	
2	
3	
4	
5	
6	
7	
8	