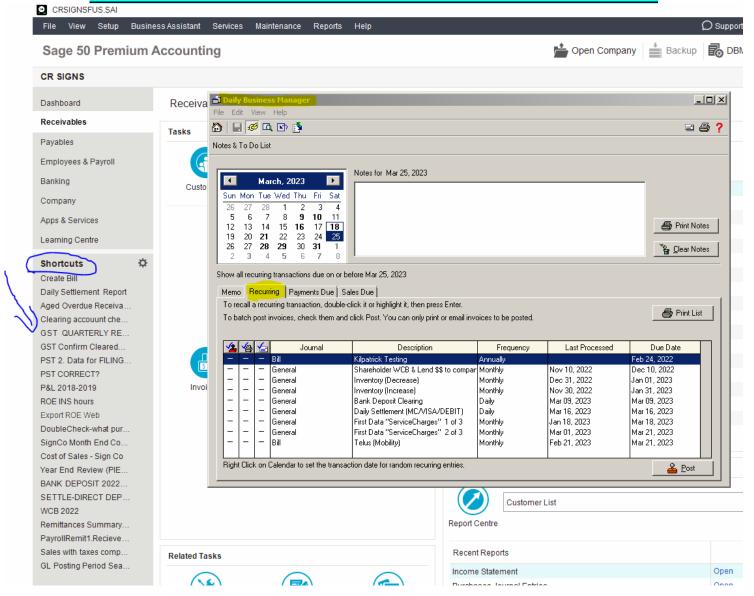
EASY TO USE SHORT CUTS AND DAILY/MONTHLY LISTS



OFFICE TASKS EXAMPLE EASY TO FOLLOW LIST OF DEADLINES

Day/Week	Tasks 2023 Sorted by order of priority	Category	Date Ready	Date Due	Pay Method
W 1	Waste Connections of Canada (2231)	Paayable	2nd, 3rd, or 5th	N/A	EFT
W 1-2	Brian's TD Visa (*****)	Paayable	5th or 6th	26th or 27th	EFT
W 1-2	Glen's TD Visa (S)	Paayable	5th, 6th, or 7th	26th, 27th, or 28th	EFT
W 3	Payroll: 1st - 15th	Payroll	Next Biz Day after 15th	5 biz days after cut-of	Checks
W3	Brian's Dividend & WCB (Posting Invoice/Payment Print Chq or GL posting)	Payment	Next Biz Day after 15th	6 biz days after cut-of	•
W 1-2	GST Quarterly Remittance (Due Last Day Of The Next Month)	Paayable	End Of Month		EFT
W 1-2	WCB Filing Pay & (Update Rate In Jan)		End of Quarter payroll posting	20th of next month	EFT
W 4	Telus (BUSINESS) 282	Paayable	28th	19th	EFT
W 4	Telus (MOBILITY) 291	Paayable	22nd	16th	EFT
W 4	Telus (HOME) 472	Statement	23rd	17th or 18th	EFT
W 4	Fortis BC (HOME)1	Paayable	17th	15th	EFT
W 4	Fortis BC (BUSINESS) 3880063	Paayable	23rd	15th	EFT
W 4	BC Hydro (HOME) 711	Paayable	22nd, 23rd, or 25th	15th	EFT
W 4	BC Hydro (BUSINESS) 251 & 252 - Invoice Tec Auto	Paayable	27th or 29th	19th	EFT
W 4	RBC Visa Extension	Paayable	27th - 29th	17th or 18th	EFT
	Check On Current Overdue Receivables (Call Them)	Recievable	15th - End Of Month	N/A	Phone
	Enter Grocery Receipts For VISA (Post Invoice & Payment)	Payment	15th - End Of Month	N/A	POST