From a to-do pile to a one-week plan

Your handout

- Pile. Constraints. "Ask me missing details first." "If details conflict, list the conflict and wait."
- Check: every task once, no more than my daily limit, nothing bought or sent by the helper.

Your notes

Privacy rule: use made-up examples only. Nothing here is sent, bought or changed for you.

Next step: ask for the free first-prompt guide (date and venue of classes are not set yet).