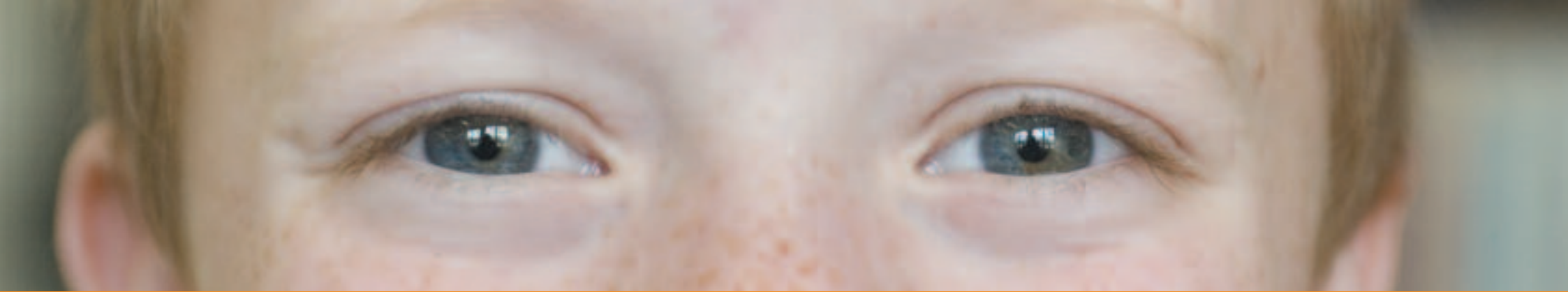




to
keep track
of what I am doing



to **clarify**

what needs to be done



to
**organise
and plan**
how to go about a task



to
avoid
giving up easily