

first

A blue rectangular card with rounded corners and a black border. The word "first" is written in a large, black, sans-serif font in the upper half of the card.

then

A green rectangular card with rounded corners and a black border. The word "then" is written in a large, black, sans-serif font in the upper half of the card.

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fold line--fold to back and staple sides. When a task is finished, put the pic in the pocket