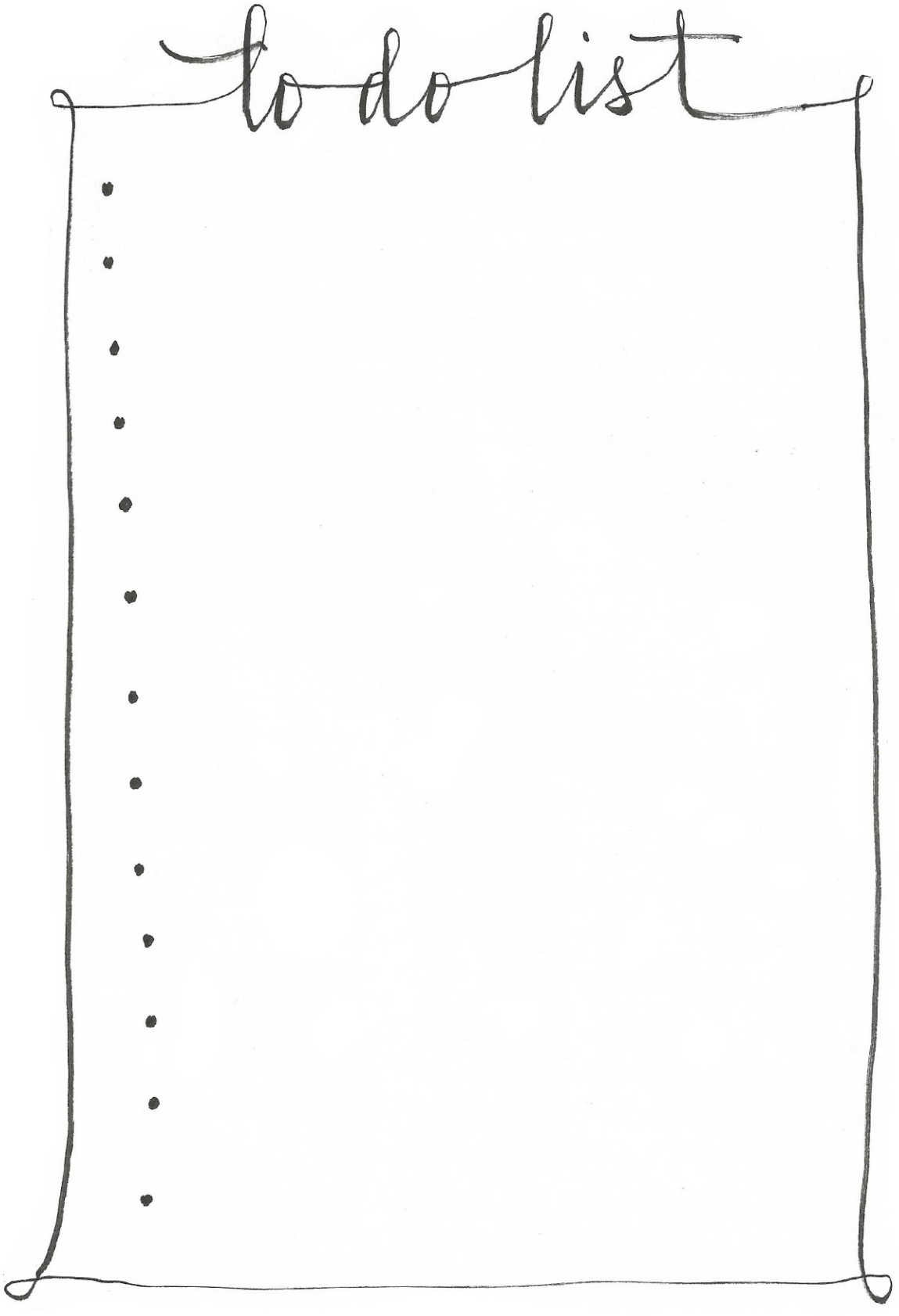
to do list