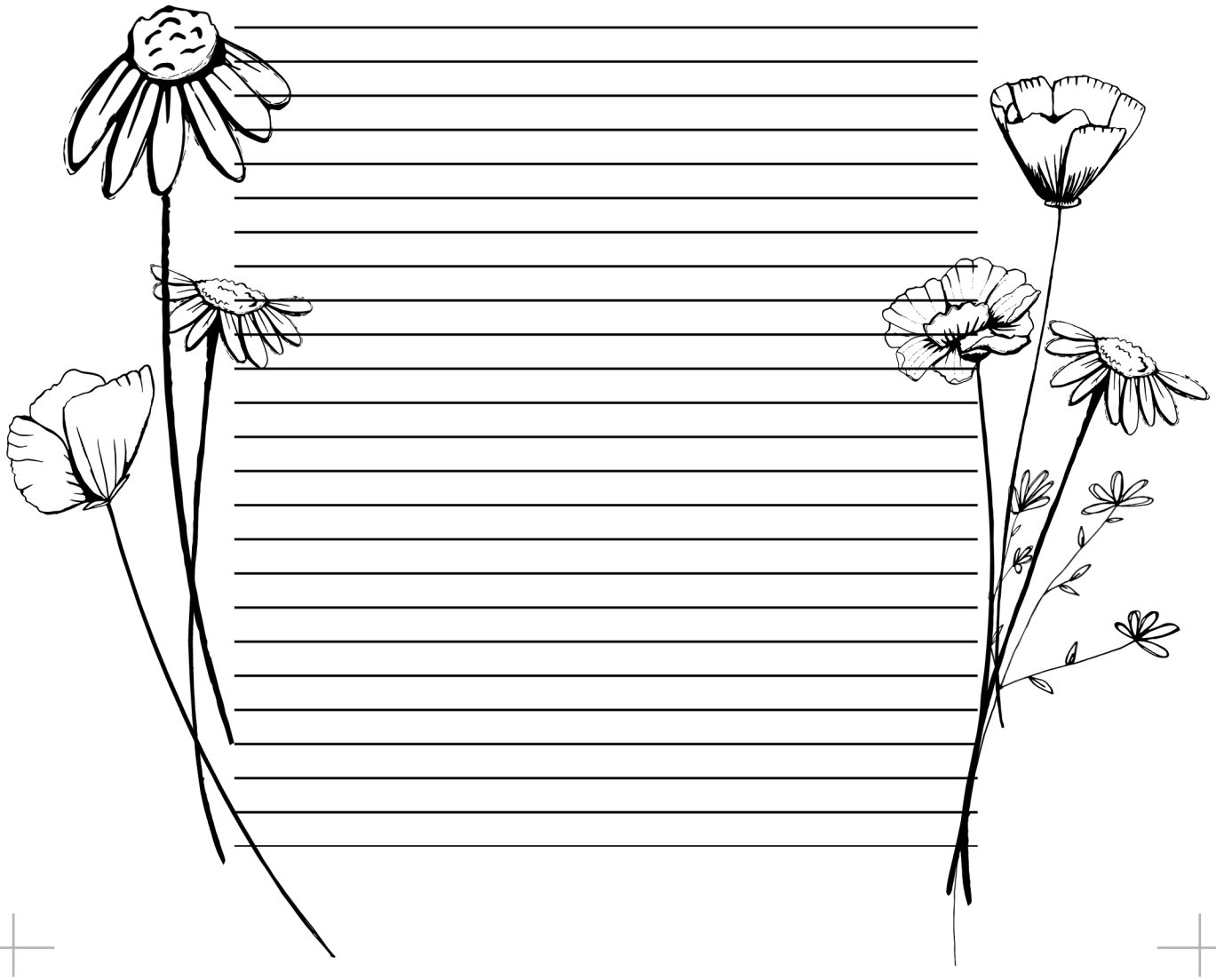to do list