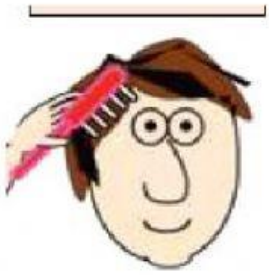DICTATION DAILY ROUTINES