To do

DATE _____

To do

DATE _____

MUST DO

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- ○
- ○
- ○
- ○
- ○
- ○
- ○
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- ○

SHOULD DO

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- ○
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- ○

COULD DO

- ○
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- ○
- ○

To do this week

WEEK OF _____

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

NEXT WEEK

Project to do

DUE _____

PROJECT .....

DONE LOOKS LIKE .....

	TASK	NEXT ACTION	DUE
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