

Week of:

WHAT NEEDS TO BE DONE THIS WEEK?

MONTHLY OBJECTIVES	⇔ WEEKLY PLAN:
What will you accomplish this month?	List the project chunks you will focus on each day:
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Project:	Monday:
2	
3	
4	
•	
5	Tuesday:
PROJECTS THIS WEEK	
What will you accomplish this week?	
	Wednesday:
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SCHEDULED EVENTS	Thomas Jan.
What's happening this week?	Thursday:
Event and Date:	
	Friday:
! DEADLINES	
What needs to be finished this week?	
	Saturday / Sunday:
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/J	