Date: Date

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| **To Do This Week:** List assignments, studying, appointments, meetings, etc. | | | |
| **Task or meeting** | | **Due**  **Date** | **Time estimate** |
|  | *Check email and class announcements (daily)* | *daily* | *10-15 minutes* |
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| **ADD TO CALENDAR:** Add above items to your calendar so you know how things are stacking up! |