**WEEKLY TO-DOS WEEKLY TO-DOS** DATES: \_\_\_\_\_ MY WEEKLY TOP THREE MY WEEKLY TOP THREE FOCUS FOR THE WEEK FOCUS FOR THE WEEK DO NOT FORGET DO NOT FORGET —— IMPORTANT AND URGENT TASKS —— —— IMPORTANT AND URGENT TASKS —— CALLS, EMAILS, TEXTS \_\_\_\_\_ CALLS, EMAILS, TEXTS \_\_\_\_\_ **≈** ⋈ **↑ ≈** ⋈ **↑ 2** 🖂 角 **≈** ⋈ **↑** \_\_\_\_\_ OTHER TASKS \_\_\_\_\_ ———— OTHER TASKS ———— **⊠** ⋈ ♠ ☎ ⋈ 🕈 ERRANDS TO RUN ERRANDS TO RUN \_\_\_\_\_FUN STUFF \_\_\_\_\_ ———— FUN STUFF ———— **WORRIES FOR ANOTHER WEEK WORRIES FOR ANOTHER WEEK** 

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