# TO-DO LIST

THINGS TO DO THE WEEK OF: _____________ to _____________

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<thead>
<tr>
<th>Priority A/B/C?</th>
<th>Task</th>
<th>Time Needed</th>
<th>Done?</th>
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A = Urgent, must do early this week
B = Important, do by midweek
C = Will be urgent later, don't forget this!