

	February 2024							
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	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	20	20	1	2	2	

THIS MONTH'S PROJECTS What will you accomplish?	WEEKLY DASHBOARD List the project chunks you will focus	WEEKLY DASHBOARD List the project chunks you will focus on each day.					
Project	MONDAY	Priority	Planned Time	Actual Time			
1							
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THIS WEEK'S PROJECTS What projects will you focus on?	TUESDAY	Priority	Planned Time	Actual Time			
Project							
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4	WEDNESDAY	Priority	Planned Time	Actual Time			
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SCHEDULED EVENTS							
What's happening this week?							
Day Event							
	THURSDAY	Priority	Planned Time	Actual Time			
	FRIDAY	Priority	Planned Time	Actual Time			
DEADLINES What needs to be finished?							
Day Project Chunk				1			
	SATURDAY & SUNDAY	Priority	Planned Time	Actual Time			



Focus		

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What's happening this week?							
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	FRIDAY	Priority	Planned Time	Actual Time			
DEADLINES What we add to be finished?							
What needs to be finished?							
Day Project Chunk							
	SATURDAY & SUN	NDAY Priority	Planned Time	Actual Time			
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Focus

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DEADLINES What needs to be finished?							
Day Project Chunk				1			
	SATURDAY & SUNDAY	Priority	Planned Time	Actual Time			



Focus

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	S MONTH'S PROJECTS will you accomplish?	WEEKLY DASHBOARD List the project chunks you will for	WEEKLY DASHBOARD List the project chunks you will focus on each day.						
Proje	ct	MONDAY	Priority	Planned Time	Actual Time				
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	S WEEK'S PROJECTS t projects will you focus on?	TUESDAY	Priority	Planned Time	Actual Time				
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		FRIDAY	Priority	Planned Time	Actual Time				
	ADLINES								
What	needs to be finished?								
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		SATURDAY & SUNDAY	Priority	Planned Time	Actual Time				
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Focus

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	THURSDAY	Priority	Planned Time	Actual Time			
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DEADLINES What needs to be finished?							
Day Project Chunk			1	1			
	SATURDAY & SUNDAY	Priority	Planned Time	Actual Time			