Week on two pages

2023

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| 26-1 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **December** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | 31 | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| December 2022 /  January 2023 |

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| Day |  | Time | Description |
| Mon  26 |  |  |  |
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| Tue  27 |  |  |  |
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| Wed  28 |  |  |  |
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| Thu  29 |  |  |  |
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| Fri  30 |  |  |  |
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| Sat  31 |  |  |  |
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| Sun  1 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **January** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | | 26-1 |
| December 2022 /  January 2023 |

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| Task | Done | Notes/Reminders | Done |
| Mon |  |  |  |
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| Tue |  |  |  |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Fri |  |  |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 2-8 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **January** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | |
| January 2023 |

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| Day |  | Time | Description |
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| Tue  3 |  |  |  |
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| Wed  4 |  |  |  |
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| Thu  5 |  |  |  |
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| Fri  6 |  |  |  |
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| Sat  7 |  |  |  |
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| Sun  8 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **February** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | ∙ | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 2-8 |
| January 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| 9-15 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **January** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | |
| January 2023 |

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| Day |  | Time | Description |
| Mon  9 |  |  |  |
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| Tue  10 |  |  |  |
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| Wed  11 |  |  |  |
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| Thu  12 |  |  |  |
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| Fri  13 |  |  |  |
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| Sat  14 |  |  |  |
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| Sun  15 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **February** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | ∙ | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 9-15 |
| January 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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|  |  | Coming Up |  |
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| 16-22 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **January** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | |
| January 2023 |

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| Day |  | Time | Description |
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| Tue  17 |  |  |  |
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| Wed  18 |  |  |  |
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| Thu  19 |  |  |  |
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| Fri  20 |  |  |  |
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| Sat  21 |  |  |  |
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| Sun  22 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **February** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | ∙ | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 16-22 |
| January 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Fri |  |  |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 23-29 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **January** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | |
| January 2023 |

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| Day |  | Time | Description |
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| Tue  24 |  |  |  |
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| Wed  25 |  |  |  |
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| Thu  26 |  |  |  |
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| Fri  27 |  |  |  |
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| Sat  28 |  |  |  |
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| Sun  29 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **February** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | ∙ | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 23-29 |
| January 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Thu |  | Communications |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
| Sun |  |  |  |
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| 30-5 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **January** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | |
| January 2023 /  February 2023 |

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| Day |  | Time | Description |
| Mon  30 |  |  |  |
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| Tue  31 |  |  |  |
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| Wed  1 |  |  |  |
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| Thu  2 |  |  |  |
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| Fri  3 |  |  |  |
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| Sat  4 |  |  |  |
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| Sun  5 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **February** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | ∙ | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 30-5 |
| January 2023 /  February 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Tue |  |  |  |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Fri |  |  |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
| Sun |  |  |  |
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| 6-12 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **February** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | ∙ | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| February 2023 |

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| Day |  | Time | Description |
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| Tue  7 |  |  |  |
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| Wed  8 |  |  |  |
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| Thu  9 |  |  |  |
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| Fri  10 |  |  |  |
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| Sat  11 |  |  |  |
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| Sun  12 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **March** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 6-12 |
| February 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
| Sun |  |  |  |
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| 13-19 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **February** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | ∙ | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| February 2023 |

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| Day |  | Time | Description |
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| Tue  14 |  |  |  |
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| Wed  15 |  |  |  |
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| Thu  16 |  |  |  |
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| Fri  17 |  |  |  |
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| Sat  18 |  |  |  |
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| Sun  19 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **March** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 13-19 |
| February 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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|  |  | Coming Up |  |
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| 20-26 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **February** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | ∙ | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| February 2023 |

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| Day |  | Time | Description |
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| Tue  21 |  |  |  |
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| Wed  22 |  |  |  |
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| Thu  23 |  |  |  |
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| Fri  24 |  |  |  |
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| Sat  25 |  |  |  |
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| Sun  26 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **March** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 20-26 |
| February 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Tue |  |  |  |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
| Sun |  |  |  |
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| 27-5 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **February** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | ∙ | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| February 2023 /  March 2023 |

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| Day |  | Time | Description |
| Mon  27 |  |  |  |
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| Tue  28 |  |  |  |
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| Wed  1 |  |  |  |
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| Thu  2 |  |  |  |
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| Fri  3 |  |  |  |
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| Sat  4 |  |  |  |
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| Sun  5 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **March** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 27-5 |
| February 2023 /  March 2023 |

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| Task | Done | Notes/Reminders | Done |
| Mon |  |  |  |
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| Tue |  |  |  |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Fri |  |  |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
| Sun |  |  |  |
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| 6-12 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **March** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| March 2023 |

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| Day |  | Time | Description |
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| Tue  7 |  |  |  |
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| Wed  8 |  |  |  |
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| Thu  9 |  |  |  |
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| Fri  10 |  |  |  |
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| Sat  11 |  |  |  |
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| Sun  12 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **April** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 6-12 |
| March 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Fri |  |  |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 13-19 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **March** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| March 2023 |

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| Day |  | Time | Description |
| Mon  13 |  |  |  |
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| Tue  14 |  |  |  |
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| Wed  15 |  |  |  |
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| Thu  16 |  |  |  |
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| Fri  17 |  |  |  |
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| Sat  18 |  |  |  |
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| Sun  19 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **April** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 13-19 |
| March 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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|  |  | Coming Up |  |
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| 20-26 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **March** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| March 2023 |

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| Day |  | Time | Description |
| Mon  20 |  |  |  |
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| Tue  21 |  |  |  |
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| Wed  22 |  |  |  |
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| Thu  23 |  |  |  |
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| Fri  24 |  |  |  |
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| Sat  25 |  |  |  |
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| Sun  26 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **April** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 20-26 |
| March 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| 27-2 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **March** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| March 2023 /  April 2023 |

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| Day |  | Time | Description |
| Mon  27 |  |  |  |
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| Tue  28 |  |  |  |
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| Wed  29 |  |  |  |
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| Thu  30 |  |  |  |
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| Fri  31 |  |  |  |
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| Sat  1 |  |  |  |
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| Sun  2 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **April** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 27-2 |
| March 2023 /  April 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 3-9 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **April** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| April 2023 |

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| Day |  | Time | Description |
| Mon  3 |  |  |  |
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| Tue  4 |  |  |  |
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| Wed  5 |  |  |  |
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| Thu  6 |  |  |  |
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| Fri  7 |  |  |  |
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| Sat  8 |  |  |  |
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| Sun  9 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **May** | | | | | | | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 3-9 |
| April 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Tue |  |  |  |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Fri |  |  |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
| Sun |  |  |  |
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| 10-16 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **April** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| April 2023 |

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| Day |  | Time | Description |
| Mon  10 |  |  |  |
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| Tue  11 |  |  |  |
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| Wed  12 |  |  |  |
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| Thu  13 |  |  |  |
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| Fri  14 |  |  |  |
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| Sat  15 |  |  |  |
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| Sun  16 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **May** | | | | | | | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 10-16 |
| April 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Tue |  |  |  |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Fri |  |  |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 17-23 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **April** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| April 2023 |

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| Day |  | Time | Description |
| Mon  17 |  |  |  |
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| Tue  18 |  |  |  |
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| Wed  19 |  |  |  |
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| Thu  20 |  |  |  |
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| Fri  21 |  |  |  |
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| Sat  22 |  |  |  |
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| Sun  23 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **May** | | | | | | | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 17-23 |
| April 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Thu |  | Communications |  |
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|  |  | Coming Up |  |
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| 24-30 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **April** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| April 2023 |

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| Day |  | Time | Description |
| Mon  24 |  |  |  |
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| Tue  25 |  |  |  |
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| Wed  26 |  |  |  |
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| Thu  27 |  |  |  |
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| Fri  28 |  |  |  |
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| Sat  29 |  |  |  |
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| Sun  30 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **May** | | | | | | | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 24-30 |
| April 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Thu |  | Communications |  |
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|  |  | Coming Up |  |
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| 1-7 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **May** | | | | | | | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| May 2023 |

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| Day |  | Time | Description |
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| Wed  3 |  |  |  |
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| Thu  4 |  |  |  |
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| Fri  5 |  |  |  |
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| Sat  6 |  |  |  |
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| Sun  7 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **June** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 1-7 |
| May 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Thu |  | Communications |  |
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|  |  | Coming Up |  |
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| 8-14 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **May** | | | | | | | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| May 2023 |

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| Day |  | Time | Description |
| Mon  8 |  |  |  |
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| Tue  9 |  |  |  |
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| Wed  10 |  |  |  |
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| Thu  11 |  |  |  |
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| Fri  12 |  |  |  |
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| Sat  13 |  |  |  |
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| Sun  14 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **June** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 8-14 |
| May 2023 |

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| Task | Done | Notes/Reminders | Done |
| Mon |  |  |  |
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| Tue |  |  |  |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Fri |  |  |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
| Sun |  |  |  |
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| 15-21 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **May** | | | | | | | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| May 2023 |

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| Day |  | Time | Description |
| Mon  15 |  |  |  |
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| Tue  16 |  |  |  |
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| Wed  17 |  |  |  |
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| Thu  18 |  |  |  |
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| Fri  19 |  |  |  |
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| Sat  20 |  |  |  |
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| Sun  21 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **June** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 15-21 |
| May 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Tue |  |  |  |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Fri |  |  |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 22-28 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **May** | | | | | | | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| May 2023 |

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| Day |  | Time | Description |
| Mon  22 |  |  |  |
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| Tue  23 |  |  |  |
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| Wed  24 |  |  |  |
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| Thu  25 |  |  |  |
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| Fri  26 |  |  |  |
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| Sat  27 |  |  |  |
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| Sun  28 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **June** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 22-28 |
| May 2023 |

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| Task | Done | Notes/Reminders | Done |
| Mon |  |  |  |
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| Tue |  |  |  |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 29-4 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **May** | | | | | | | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| May 2023 /  June 2023 |

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| Day |  | Time | Description |
| Mon  29 |  |  |  |
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| Tue  30 |  |  |  |
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| Wed  31 |  |  |  |
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| Thu  1 |  |  |  |
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| Fri  2 |  |  |  |
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| Sat  3 |  |  |  |
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| Sun  4 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **June** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 29-4 |
| May 2023 /  June 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Sat |  |  |  |
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| 5-11 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **June** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| June 2023 |

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| Day |  | Time | Description |
| Mon  5 |  |  |  |
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| Tue  6 |  |  |  |
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| Wed  7 |  |  |  |
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| Thu  8 |  |  |  |
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| Fri  9 |  |  |  |
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| Sat  10 |  |  |  |
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| Sun  11 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **July** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 5-11 |
| June 2023 |

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| Task | Done | Notes/Reminders | Done |
| Mon |  |  |  |
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| Thu |  | Communications |  |
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| 12-18 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **June** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| June 2023 |

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| Day |  | Time | Description |
| Mon  12 |  |  |  |
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| Tue  13 |  |  |  |
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| Wed  14 |  |  |  |
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| Thu  15 |  |  |  |
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| Fri  16 |  |  |  |
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| Sat  17 |  |  |  |
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| Sun  18 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **July** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 12-18 |
| June 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Tue |  |  |  |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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|  |  | Coming Up |  |
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| 19-25 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **June** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| June 2023 |

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| Day |  | Time | Description |
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| Tue  20 |  |  |  |
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| Wed  21 |  |  |  |
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| Thu  22 |  |  |  |
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| Fri  23 |  |  |  |
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| Sat  24 |  |  |  |
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| Sun  25 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **July** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 19-25 |
| June 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 26-2 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **June** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| June 2023 /  July 2023 |

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| Day |  | Time | Description |
| Mon  26 |  |  |  |
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| Tue  27 |  |  |  |
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| Wed  28 |  |  |  |
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| Thu  29 |  |  |  |
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| Fri  30 |  |  |  |
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| Sat  1 |  |  |  |
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| Sun  2 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **July** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 26-2 |
| June 2023 /  July 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| 3-9 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **July** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| July 2023 |

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| Day |  | Time | Description |
| Mon  3 |  |  |  |
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| Tue  4 |  |  |  |
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| Wed  5 |  |  |  |
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| Thu  6 |  |  |  |
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| Fri  7 |  |  |  |
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| Sat  8 |  |  |  |
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| Sun  9 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **August** | | | | | | | | M | T | W | T | F | S | S | | ∙ | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 3-9 |
| July 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 10-16 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **July** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| July 2023 |

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| Day |  | Time | Description |
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| Tue  11 |  |  |  |
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| Wed  12 |  |  |  |
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| Thu  13 |  |  |  |
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| Fri  14 |  |  |  |
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| Sat  15 |  |  |  |
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| Sun  16 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **August** | | | | | | | | M | T | W | T | F | S | S | | ∙ | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 10-16 |
| July 2023 |

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| Task | Done | Notes/Reminders | Done |
| Mon |  |  |  |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Fri |  |  |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
| Sun |  |  |  |
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| 17-23 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **July** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| July 2023 |

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| Day |  | Time | Description |
| Mon  17 |  |  |  |
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| Tue  18 |  |  |  |
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| Wed  19 |  |  |  |
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| Thu  20 |  |  |  |
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| Fri  21 |  |  |  |
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| Sat  22 |  |  |  |
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| Sun  23 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **August** | | | | | | | | M | T | W | T | F | S | S | | ∙ | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 17-23 |
| July 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Tue |  |  |  |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
| Sun |  |  |  |
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| 24-30 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **July** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| July 2023 |

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| Day |  | Time | Description |
| Mon  24 |  |  |  |
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| Tue  25 |  |  |  |
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| Wed  26 |  |  |  |
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| Thu  27 |  |  |  |
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| Fri  28 |  |  |  |
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| Sat  29 |  |  |  |
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| Sun  30 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **August** | | | | | | | | M | T | W | T | F | S | S | | ∙ | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 24-30 |
| July 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 31-6 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **July** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| July 2023 /  August 2023 |

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| Day |  | Time | Description |
| Mon  31 |  |  |  |
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| Tue  1 |  |  |  |
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| Wed  2 |  |  |  |
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| Thu  3 |  |  |  |
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| Fri  4 |  |  |  |
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| Sat  5 |  |  |  |
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| Sun  6 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **August** | | | | | | | | M | T | W | T | F | S | S | | ∙ | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 31-6 |
| July 2023 /  August 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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|  |  | Coming Up |  |
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| 7-13 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **August** | | | | | | | | M | T | W | T | F | S | S | | ∙ | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| August 2023 |

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| Day |  | Time | Description |
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| Tue  8 |  |  |  |
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| Wed  9 |  |  |  |
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| Thu  10 |  |  |  |
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| Fri  11 |  |  |  |
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| Sat  12 |  |  |  |
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| Sun  13 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **September** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 7-13 |
| August 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 14-20 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **August** | | | | | | | | M | T | W | T | F | S | S | | ∙ | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| August 2023 |

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| Day |  | Time | Description |
| Mon  14 |  |  |  |
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| Tue  15 |  |  |  |
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| Wed  16 |  |  |  |
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| Thu  17 |  |  |  |
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| Fri  18 |  |  |  |
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| Sat  19 |  |  |  |
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| Sun  20 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **September** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 14-20 |
| August 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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|  |  | Coming Up |  |
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| 21-27 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **August** | | | | | | | | M | T | W | T | F | S | S | | ∙ | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| August 2023 |

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| Day |  | Time | Description |
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| Tue  22 |  |  |  |
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| Wed  23 |  |  |  |
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| Thu  24 |  |  |  |
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| Fri  25 |  |  |  |
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| Sat  26 |  |  |  |
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| Sun  27 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **September** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 21-27 |
| August 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| 28-3 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **August** | | | | | | | | M | T | W | T | F | S | S | | ∙ | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| August 2023 /  September 2023 |

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| Day |  | Time | Description |
| Mon  28 |  |  |  |
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| Tue  29 |  |  |  |
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| Wed  30 |  |  |  |
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| Thu  31 |  |  |  |
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| Fri  1 |  |  |  |
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| Sat  2 |  |  |  |
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| Sun  3 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **September** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 28-3 |
| August 2023 /  September 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| 4-10 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **September** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| September 2023 |

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| Day |  | Time | Description |
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| Tue  5 |  |  |  |
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| Wed  6 |  |  |  |
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| Thu  7 |  |  |  |
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| Fri  8 |  |  |  |
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| Sat  9 |  |  |  |
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| Sun  10 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **October** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | | 4-10 |
| September 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Thu |  | Communications |  |
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| 11-17 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **September** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| September 2023 |

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| Day |  | Time | Description |
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| Tue  12 |  |  |  |
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| Wed  13 |  |  |  |
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| Thu  14 |  |  |  |
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| Fri  15 |  |  |  |
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| Sat  16 |  |  |  |
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| Sun  17 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **October** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | | 11-17 |
| September 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Thu |  | Communications |  |
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| 18-24 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **September** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| September 2023 |

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| Day |  | Time | Description |
| Mon  18 |  |  |  |
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| Tue  19 |  |  |  |
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| Wed  20 |  |  |  |
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| Thu  21 |  |  |  |
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| Fri  22 |  |  |  |
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| Sat  23 |  |  |  |
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| Sun  24 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **October** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | | 18-24 |
| September 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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|  |  | Coming Up |  |
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| 25-1 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **September** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| September 2023 /  October 2023 |

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| Day |  | Time | Description |
| Mon  25 |  |  |  |
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| Tue  26 |  |  |  |
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| Wed  27 |  |  |  |
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| Thu  28 |  |  |  |
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| Fri  29 |  |  |  |
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| Sat  30 |  |  |  |
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| Sun  1 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **October** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | | 25-1 |
| September 2023 /  October 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| 2-8 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **October** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | |
| October 2023 |

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| Day |  | Time | Description |
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| Tue  3 |  |  |  |
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| Wed  4 |  |  |  |
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| Thu  5 |  |  |  |
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| Fri  6 |  |  |  |
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| Sat  7 |  |  |  |
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| Sun  8 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **November** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 2-8 |
| October 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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|  |  | Coming Up |  |
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| 9-15 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **October** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | |
| October 2023 |

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| Day |  | Time | Description |
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| Tue  10 |  |  |  |
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| Wed  11 |  |  |  |
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| Thu  12 |  |  |  |
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| Fri  13 |  |  |  |
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| Sat  14 |  |  |  |
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| Sun  15 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **November** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 9-15 |
| October 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Thu |  | Communications |  |
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| 16-22 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **October** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | |
| October 2023 |

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| Day |  | Time | Description |
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| Sat  21 |  |  |  |
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| Sun  22 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **November** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 16-22 |
| October 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Tue |  |  |  |
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| Thu |  | Communications |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 23-29 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **October** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | |
| October 2023 |

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| Day |  | Time | Description |
| Mon  23 |  |  |  |
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| Tue  24 |  |  |  |
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| Wed  25 |  |  |  |
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| Thu  26 |  |  |  |
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| Fri  27 |  |  |  |
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| Sat  28 |  |  |  |
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| Sun  29 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **November** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 23-29 |
| October 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 30-5 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **October** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | ∙ | ∙ | ∙ | ∙ | ∙ | |
| October 2023 /  November 2023 |

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| Day |  | Time | Description |
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| Tue  31 |  |  |  |
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| Wed  1 |  |  |  |
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| Thu  2 |  |  |  |
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| Fri  3 |  |  |  |
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| Sat  4 |  |  |  |
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| Sun  5 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **November** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 30-5 |
| October 2023 /  November 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| 6-12 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **November** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| November 2023 |

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| Day |  | Time | Description |
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| Tue  7 |  |  |  |
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| Wed  8 |  |  |  |
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| Thu  9 |  |  |  |
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| Fri  10 |  |  |  |
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| Sat  11 |  |  |  |
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| Sun  12 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **December** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 6-12 |
| November 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| 13-19 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **November** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| November 2023 |

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| Day |  | Time | Description |
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| Tue  14 |  |  |  |
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| Wed  15 |  |  |  |
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| Thu  16 |  |  |  |
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| Fri  17 |  |  |  |
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| Sat  18 |  |  |  |
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| Sun  19 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **December** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 13-19 |
| November 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Thu |  | Communications |  |
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| 20-26 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **November** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| November 2023 |

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| Day |  | Time | Description |
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| Wed  22 |  |  |  |
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| Thu  23 |  |  |  |
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| Fri  24 |  |  |  |
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| Sat  25 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **December** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 20-26 |
| November 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| Fri |  |  |  |
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| Sat |  |  |  |
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|  |  | Coming Up |  |
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| 27-3 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **November** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| November 2023 /  December 2023 |

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| Day |  | Time | Description |
| Mon  27 |  |  |  |
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| Tue  28 |  |  |  |
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| Wed  29 |  |  |  |
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| Thu  30 |  |  |  |
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| Fri  1 |  |  |  |
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| Sat  2 |  |  |  |
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| Sun  3 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **December** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 27-3 |
| November 2023 /  December 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| 4-10 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **December** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| December 2023 |

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| Day |  | Time | Description |
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| Tue  5 |  |  |  |
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| Wed  6 |  |  |  |
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| Thu  7 |  |  |  |
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| Fri  8 |  |  |  |
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| Sat  9 |  |  |  |
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| Sun  10 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **January** | | | | | | | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 4-10 |
| December 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Wed |  |  |  |
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| Thu |  | Communications |  |
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| 11-17 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **December** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| December 2023 |

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| Day |  | Time | Description |
| Mon  11 |  |  |  |
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| Tue  12 |  |  |  |
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| Wed  13 |  |  |  |
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| Thu  14 |  |  |  |
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| Fri  15 |  |  |  |
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| Sat  16 |  |  |  |
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| Sun  17 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **January** | | | | | | | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 11-17 |
| December 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Thu |  | Communications |  |
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| 18-24 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **December** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| December 2023 |

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| Day |  | Time | Description |
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| Tue  19 |  |  |  |
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| Wed  20 |  |  |  |
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| Thu  21 |  |  |  |
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| Fri  22 |  |  |  |
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| Sat  23 |  |  |  |
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| Sun  24 |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **January** | | | | | | | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | ∙ | ∙ | ∙ | ∙ | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | | 18-24 |
| December 2023 |

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| Task | Done | Notes/Reminders | Done |
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| Thu |  | Communications |  |
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|  |  | Coming Up |  |
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| 25-31 | |  | | --- | | This week | |  | |  | |  | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **December** | | | | | | | | M | T | W | T | F | S | S | | ∙ | ∙ | ∙ | ∙ | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | ∙ | |
| December 2023 |

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| Day |  | Time | Description |
| Mon  25 |  |  |  |
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