

Things to Do:

- I typically list ALL the things I have to do for my projects here

## Last Week

✓example of some task that you completed last week

A more detailed account of all the things your completed last week.

## This Week

- list of specific things you want to get done this coming week

## Next Week

- list of specific things you want to get done in 2 weeks

I usually put an appendix of figures that I want to reference here!