

WEEKLY TO-DO LIST

| Things to-do to <u>Survive</u> the week | How long? | When to-do? |
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| Things to do to be <u>Productive</u> | | |
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| Things to do to <u>Thrive</u> (Creative, Social, Learning, Incubated Project) | | |
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| Things to <u>Stop</u> doing | Things to do instead |
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| (not help you survive, be productive or thrive) | |
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