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| my role | long–term goal | short-term steps |
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| **my personal mission statement** |
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| **WEEKLY TASKS AND ACTIVITIES** | **URGENT** | **NOT URGENT** |
| **IMPORTANT** |  |  |
| **NOT**  **IMPORTANT** |  |  |

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|  | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** | **SUN** |
| EARLY MORNING |  |  |  |  |  |  |  |
| LATE MORNING |  |  |  |  |  |  |  |
| NOON |  |  |  |  |  |  |  |
| EARLY AFTERNOON |  |  |  |  |  |  |  |
| LATE AFTERNOON |  |  |  |  |  |  |  |
| EVENING |  |  |  |  |  |  |  |
| NIGHT |  |  |  |  |  |  |  |