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| **December** |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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| December 2020 /January 2021 |

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| Notes/Actions To Do | Due Date | Done |
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| Personal | Done | Work | Done |
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| **January** |
| M | T | W | T | F | S | S |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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 | 28-3 |
| December 2020 /January 2021 |

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| Time | Appointments | Notes/Reminders | Done |
|  | Mon 28 |  |  |
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|  | Tue 29 |  |  |
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|  | Wed 30 |  |  |
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|  |  | Communications |  |
|  |  |  |  |
|  | Thur 31 |  |  |
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|  | Fri 1 |  |  |
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|  | Sat 2 |  |  |
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|  |  | Coming Up | Due Date |
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|  | Sun 3 |  |  |
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