MORNING

AFTERNOON

EVENING

MONDAY 2

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
1
1:30
2
2:30
3
3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 3

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
1
1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 4

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 5

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 6

☐ Start Up Routine

7am
7:30
8
8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 7-8

NEXT WEEK

MONDAY 9

☐ Start Up Routine

MORNING

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
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3:30
4
4:30

EVENING

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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 10

☐ Start Up Routine

7am
7:30
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8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
2
2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 11

☐ Start Up Routine

7am
7:30
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8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
1
1:30
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2:30
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3:30
4
4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 12

☐ Start Up Routine

MORNING

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
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3:30
4
4:30

EVENING

5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 13

☐ Start Up Routine

7am
7:30
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8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
1
1:30
2
2:30
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3:30
4
4:30
5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 14-15

NEXT WEEK

MONDAY 16

☐ Start Up Routine

MORNING

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
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3:30
4
4:30

EVENING

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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 17

☐ Start Up Routine

7am
7:30
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8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
2
2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 18

☐ Start Up Routine

7am
7:30
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8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
2
2:30
3
3:30
4
4:30
5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 19

☐ Start Up Routine

MORNING

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
1
1:30
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2:30
3
3:30
4
4:30

EVENING

5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 20

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
2
2:30
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3:30
4
4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 21-22

NEXT WEEK

MONDAY 23

☐ Start Up Routine

MORNING

7am
7:30
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8:30
9
9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
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3:30
4
4:30

EVENING

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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 24

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
2
2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 25

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 26

☐ Start Up Routine

MORNING

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
1
1:30
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2:30
3
3:30
4
4:30

EVENING

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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 27

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 28-29

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 30

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 31

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 1

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 2

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 3

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 4-5

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 6

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 7

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 8

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 9

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 10

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 11-12

NEXT WEEK

MONDAY 13

☐ Start Up Routine

MORNING

7am
7:30
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8:30
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9:30
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10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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3:30
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4:30

EVENING

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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 14

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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3:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 15

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 16

☐ Start Up Routine

MORNING

7am
7:30
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8:30
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9:30
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10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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3:30
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4:30

EVENING

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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 17

☐ Start Up Routine

7am
7:30
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9:30
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10:30
11
11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 18-19

NEXT WEEK

MONDAY 20

☐ Start Up Routine

MORNING

7am
7:30
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8:30
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9:30
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10:30
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11:30

AFTERNOON

NOON
12:30
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4:30

EVENING

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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 21

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 22

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 23

☐ Start Up Routine

MORNING

7am
7:30
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8:30
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9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
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3:30
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4:30

EVENING

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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 24

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 25-26

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 27

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 28

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 1

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 2

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 3

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 4-5

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 6

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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11:30
NOON
12:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 7

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 8

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 9

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 10

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 11-12

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 13

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 14

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 15

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 16

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 17

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 18-19

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 20

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 21

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 22

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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3:30
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4:30
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5:30
6
6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 23

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 24

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 25-26

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 27

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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11:30
NOON
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 28

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 29

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 30

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 31

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 1-2

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 3

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 4

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 5

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 6

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 7

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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6:30
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7:30
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 8-9

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 10

☐ Start Up Routine

7am
7:30
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8:30
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NOON
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 11

☐ Start Up Routine

7am
7:30
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9:30
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10:30
11
11:30
NOON
12:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 12

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 13

☐ Start Up Routine

7am
7:30
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9:30
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10:30
11
11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 14

☐ Start Up Routine

7am
7:30
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10:30
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11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 15-16

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 17

☐ Start Up Routine

7am
7:30
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NOON
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 18

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 19

☐ Start Up Routine

7am
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10:30
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11:30
NOON
12:30
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7:30
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 20

☐ Start Up Routine

7am
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9:30
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10:30
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11:30
NOON
12:30
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 21

☐ Start Up Routine

7am
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10:30
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11:30
NOON
12:30
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7:30
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 22-23

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 24

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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NOON
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7:30
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 25

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 26

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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7:30
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 27

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 28

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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11:30
NOON
12:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 29-30

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 1

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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NOON
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 2

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 3

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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7:30
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 4

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 5

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 6-7

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 8

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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11:30
NOON
12:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 9

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 10

☐ Start Up Routine

7am
7:30
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9:30
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10:30
11
11:30
NOON
12:30
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7:30
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 11

☐ Start Up Routine

7am
7:30
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10:30
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11:30
NOON
12:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 12

☐ Start Up Routine

7am
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10:30
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11:30
NOON
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7:30
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 13-14

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 15

☐ Start Up Routine

7am
7:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 16

☐ Start Up Routine

7am
7:30
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10:30
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11:30
NOON
12:30
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 17

☐ Start Up Routine

7am
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11:30
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7:30
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 18

☐ Start Up Routine

7am
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10:30
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11:30
NOON
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8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 19

☐ Start Up Routine

7am
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11:30
NOON
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 20-21

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 22

☐ Start Up Routine

7am
7:30
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7:30
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 23

☐ Start Up Routine

7am
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10:30
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11:30
NOON
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 24

☐ Start Up Routine

7am
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8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 25

☐ Start Up Routine

7am
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11:30
NOON
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 26

☐ Start Up Routine

7am
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 27-28

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 29

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 30

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 31

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 1

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 2

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 3-4

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 5

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 6

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
2
2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 7

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 8

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 9

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
2
2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 10-11

NEXT WEEK

MONDAY 12

☐ Start Up Routine

MORNING

7am
7:30
8
8:30
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9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
3
3:30
4
4:30

EVENING

5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 13

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 14

☐ Start Up Routine

7am
7:30
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8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 15

☐ Start Up Routine

MORNING

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
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3:30
4
4:30

EVENING

5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 16

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 17-18

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 19

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 20

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
2
2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 21

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 22

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 23

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 24-25

NEXT WEEK

MONDAY 26

☐ Start Up Routine

MORNING

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
3
3:30
4
4:30

EVENING

5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 27

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 28

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 29

☐ Start Up Routine

MORNING

7am
7:30
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8:30
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9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
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3:30
4
4:30

EVENING

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5:30
6
6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 30

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 1-2

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 3

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 4

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 5

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 6

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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3:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 7

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 8-9

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 10

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 11

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 12

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 13

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 14

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 15-16

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 17

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 18

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 19

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 20

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 21

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 22-23

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 24

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 25

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 26

☐ Start Up Routine

7am
7:30
8
8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 27

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 28

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 29-30

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 31

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 1

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 2

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 3

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 4

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 5-6

NEXT WEEK

MONDAY 7

☐ Start Up Routine

MORNING

7am
7:30
8
8:30
9
9:30
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10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
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3:30
4
4:30

EVENING

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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 8

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 9

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 10

☐ Start Up Routine

MORNING

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
1
1:30
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2:30
3
3:30
4
4:30

EVENING

5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 11

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 12-13

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 14

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 15

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 16

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 17

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 18

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 19-20

NEXT WEEK

MONDAY 21

☐ Start Up Routine

MORNING

7am
7:30
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8:30
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9:30
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10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
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3:30
4
4:30

EVENING

5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 22

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
2
2:30
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3:30
4
4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 23

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 24

☐ Start Up Routine

MORNING

7am
7:30
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8:30
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9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
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3:30
4
4:30

EVENING

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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 25

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 26-27

NEXT WEEK

MONDAY 28

☐ Start Up Routine

MORNING

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
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3:30
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4:30

EVENING

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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 29

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 30

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 31

☐ Start Up Routine

MORNING

7am
7:30
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8:30
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9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
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1:30
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2:30
3
3:30
4
4:30

EVENING

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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 1

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
4
4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 2-3

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 4

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 5

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 6

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 7

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 8

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 9-10

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 11

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 12

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 13

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 14

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 15

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 16-17

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 18

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 19

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 20

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 21

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 22

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 23-24

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 25

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 26

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 27

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 28

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 29

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 30-1

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 2

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 3

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 4

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 5

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 6

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 7-8

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 9

☐ Start Up Routine

7am
7:30
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8:30
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11:30
NOON
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 10

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 11

☐ Start Up Routine

7am
7:30
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9:30
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10:30
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11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 12

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 13

☐ Start Up Routine

7am
7:30
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10:30
11
11:30
NOON
12:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 14-15

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 16

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 17

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 18

☐ Start Up Routine

7am
7:30
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10:30
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11:30
NOON
12:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 19

☐ Start Up Routine

7am
7:30
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10:30
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11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 20

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 21–22

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 23

☐ Start Up Routine

7am
7:30
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8:30
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11:30
NOON
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 24

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 25

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 26

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 27

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 28-29

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 30

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 31

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
1
1:30
2
2:30
3
3:30
4
4:30
5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 1

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
1
1:30
2
2:30
3
3:30
4
4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 2

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
1
1:30
2
2:30
3
3:30
4
4:30
5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 3

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
1
1:30
2
2:30
3
3:30
4
4:30
5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 4-5

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 6

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 7

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 8

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 9

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 10

☐ Start Up Routine

7am 7:30 8 8:30 9 9:30 10 10:30 11 11:30 NOON 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 11-12

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 13

☐ Start Up Routine

7am
7:30
8
8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
3
3:30
4
4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 14

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
1
1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 15

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
3
3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 16

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 17

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 18-19

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 20

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 21

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 22

☐ Start Up Routine

7am
7:30
8
8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 23

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 24

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
3
3:30
4
4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 25-26

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 27

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 28

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
1
1:30
2
2:30
3
3:30
4
4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 29

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
1
1:30
2
2:30
3
3:30
4
4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 30

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
2
2:30
3
3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 1

☐ Start Up Routine

7am
7:30
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8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
2
2:30
3
3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 2-3

NEXT WEEK

MONDAY 4

☐ Start Up Routine

MORNING

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
1
1:30
2
2:30
3
3:30
4
4:30

EVENING

5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 5

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
2
2:30
3
3:30
4
4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 6

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
2
2:30
3
3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 7

☐ Start Up Routine

MORNING

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30

AFTERNOON

NOON
12:30
1
1:30
2
2:30
3
3:30
4
4:30

EVENING

5
5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 8

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 9-10

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 11

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 12

☐ Start Up Routine

7am
7:30
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8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 13

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 14

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 15

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 16-17

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 18

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
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11:30
NOON
12:30
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1:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 19

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 20

☐ Start Up Routine

7am
7:30
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8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 21

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 22

☐ Start Up Routine

7am
7:30
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8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 23-24

NEXT WEEK

MORNING

AFTERNOON

EVENING

MONDAY 25

☐ Start Up Routine

7am
7:30
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8:30
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9:30
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10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

TUESDAY 26

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
2
2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEDNESDAY 27

☐ Start Up Routine

7am
7:30
8
8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
6
6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

THURSDAY 28

☐ Start Up Routine

7am
7:30
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8:30
9
9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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2:30
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3:30
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4:30
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5:30
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6:30
7
7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

FRIDAY 29

☐ Start Up Routine

7am
7:30
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8:30
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9:30
10
10:30
11
11:30
NOON
12:30
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1:30
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3:30
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4:30
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5:30
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6:30
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7:30
8
8:30
9pm

☐ Shut Down Routine

PRIORITIES

CONTACT TODAY

WEEKEND 30-31

NEXT WEEK