

# ***RECCURING EVENTS***

ITEMS I DO ON A RECURRING  
BASIS

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WHAT DAYS I DO THEM

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CONTEXT OR WHAT I AM CREATING

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# ***GOALS/ACTION/BY WHEN***

**GOALS I AM OUT TO ACCOMPLISH**

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**ACTIONS THAT WOULD HAVE TO  
HAPPEN TO ACCOMPLISH THAT  
GOAL**

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**BY WHEN WILL I TAKE THAT  
ACTION?**

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