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|  | ASSIGNMENT TO-DO LIST | | | |  |
| *Priority (Category 1)* | | | |
| **✓** | **Task** | **Date Due** | **Notes** |
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| *Due this Month (Category 2)* | | | |
| **✓** | **Task** | **Date Due** | **Notes** |
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| *Work on Later (Category 3)* | | | |
| **✓** | **Task** | **Date Due** | **Notes** |
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