**TABLE 4: ’TO-DO LIST’ (EXAMPLE)**

Write a weekly ‘To-do list’ or the key goals for the week

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| **SUBJECT** | **TASKS** |
| History | Read chapter 9 and 10 of the text book before class. |
| Computing | Review notes to prepare for in-class test. |
| Geography | Go to library and search data bases for at least ten additional references for assignment. |
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