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**Use this template to plan your daily and/or weekly activities and work. Type straight onto the document.**

**Don’t print this sheet, instead save a master copy on your computer. Then you can save individual files by date, meaning you can keep track of your work.**

**KEY MESSAGE**

**Thank you for your patience and understanding during this challenging time. Make sure you have a good balance between school-work and other aspects of your life such as hobbies, spending time with your family and contacting friends on social media.**

**Please stay safe and follow social distancing measures**

**MONDAY**

**WEDNESDAY**

**SUNDAY**

**FRIDAY**

**THURSDAY**

**TUESDAY**

**SATURDAY**