**APPENDIX 2**

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| **To do list** | | | |
| **January** | **Task to complete** | **Who is in charge?** | **Done (put a cross)** |
| **1-Jan** |  |  |  |
| **2-Jan** |  |  |  |
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| **31-Jan** |  |  |  |

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| **To do list** | | | |
| **February** | **Task to complete** | **Who is in charge?** | **Done (put a cross)** |
| **1.feb** |  |  |  |
| **2.feb** |  |  |  |
| **3.feb** |  |  |  |
| **4.feb** |  |  |  |
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| **To do list** | | | |
| **March** | **Task to complete** | **Who is in charge?** | **Done (put a cross)** |
| **1.mar** |  |  |  |
| **2.mar** |  |  |  |
| **3.mar** |  |  |  |
| **4.mar** |  |  |  |
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| **To do list** | | | |
| **April** | **Task to complete** | **Who is in charge?** | **Done (put a cross)** |
| **1.apr** |  |  |  |
| **2.apr** |  |  |  |
| **3.apr** |  |  |  |
| **4.apr** |  |  |  |
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| **To do list** | | | |
| **May** | **Task to complete** | **Who is in charge?** | **Done (put a cross)** |
| **1. may** |  |  |  |
| **2. may** |  |  |  |
| **3. may** |  |  |  |
| **4. may** |  |  |  |
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| **To do list** | | | |
| **June** | **Task to complete** | **Who is in charge?** | **Done (put a cross)** |
| **1.jun** |  |  |  |
| **2.jun** |  |  |  |
| **3.jun** |  |  |  |
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| **To do list** | | | |
| **July** | **Task to complete** | **Who is in charge?** | **Done (put a cross)** |
| **1.july** |  |  |  |
| **2.july** |  |  |  |
| **3.july** |  |  |  |
| **4.july** |  |  |  |
| **5.july** |  |  |  |
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| **To do list** | | | |
| **August** | **Task to complete** | **Who is in charge?** | **Done (put a cross)** |
| **1.aug** |  |  |  |
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| **To do list** | | | |
| **September** | **Task to complete** | **Who is in charge?** | **Done (put a cross)** |
| **1.sep** |  |  |  |
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| **To do list** | | | |
| **October** | **Task to complete** | **Who is in charge?** | **Done (put a cross)** |
| **1.oct** |  |  |  |
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| **To do list** | | | |
| **November** | **Task to complete** | **Who is in charge?** | **Done (put a cross)** |
| **1.nov** |  |  |  |
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| **To do list** | | | |
| **December** | **Task to complete** | **Who is in charge?** | **Done (put a cross)** |
| **1.dec** |  |  |  |
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