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Paste | Cut | Copy | Format Painter — Clipboard

Calibri | 12 — Font

Wrap Text | Merge & Center — Alignment

General — Number

Conditional Formatting | Format as Table

Normal 3 | Normal 3 2 | Normal 3 2 2 | Normal 4 | Normal | Bad | Good | Neutral — Styles

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2021	M	Editor	Task source
	FEB	All	All

MONDAY	TU	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1		3	4	5	6	7
Blog Post Improve Ann Bailey - Ongoing	Blog Post Maya Kos - Ongo	usage son - Not started	Blog Post Improve Ann Bailey - Ongoing	Blog Post Improve Ann Bailey - Ongoing		Reducing your plastic waste Clara Swanson - In progress
YouTube video Clara Swanson - Ongoing	Webinar Peter Thomson - Ongoing		Subscription discount Ann Bailey - In review			
Weekly video Peter Thomson - In review	Blog post discussion Thomas Peterson - Not started		Discount offer Ann Bailey - On hold			
8	9	10	11	12	13	14
Blog Post Improve Ann Bailey - Ongoing	Blog Post Maya Kos - Ongoing	Blog Post Kate Burke - Ongoing	Blog Post Improve Ann Bailey - Ongoing	Blog Post Kate Burke - Ongoing		Social Media KPI Report Maya Kos - In draft
YouTube video Clara Swanson - Ongoing	Webinar Peter Thomson - Ongoing			Blog Post Improve Ann Bailey - Ongoing		
FB survey Thomas Peterson - Ongoing						
15	16	17	18	19	20	21
Blog Post Improve Ann Bailey - Ongoing	Blog Post Maya Kos - On hold		Blog Post Improve Ann Bailey - On hold	Blog Post Improve Ann Bailey - On hold		