

# 1 Page for Project Manager Daily Work Schedule Calendar

This one pager covers the manager daily schedule in a month calendar along with time mentioned for the meetings.



Personal work



Urgent work

June 2020

| Sun                                                                                                                                          | Mon                                                                                                                          | Tue                                                                                                                                                                                                          | Wed                                                                                                       | Thu                                                                                                                                                                  | Fri                                                                                                                                      | Sat |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 29                                                                                                                                           | 30<br><ul style="list-style-type: none"> <li>Memorial Day-United State</li> <li>Add text here</li> <li>App review</li> </ul> | 31<br><ul style="list-style-type: none"> <li>Blog post</li> <li>"8 pm" Elise computer club</li> <li>"10 pm" Add text here</li> <li>"10 pm" Weekly Editorial Meeting</li> <li>+2 more</li> </ul>              | 1<br><ul style="list-style-type: none"> <li>EOD Evernote post</li> <li>App review</li> </ul>              | 2<br><ul style="list-style-type: none"> <li>Add text here</li> <li>Rob off</li> <li>Blog post</li> <li>"12 pm" all hands meeting</li> <li>+2 more</li> </ul>         | 3<br><ul style="list-style-type: none"> <li>App Review</li> <li>Add Text Here</li> <li>"5 pm" 1090 - Meeting Tonight</li> </ul>          | 4   |
| 5<br><ul style="list-style-type: none"> <li>Rich's birthday</li> <li>"10 pm" Check transfers: sav</li> <li>"11 pm" Contently call</li> </ul> | 6<br><ul style="list-style-type: none"> <li>App review</li> <li>"11 pm" contently + Zapier</li> </ul>                        | 7<br><ul style="list-style-type: none"> <li>Blog post</li> <li>Add text here</li> <li>"8 pm" Elise computer club</li> <li>"10 pm" Weekly Editorial Meeting</li> <li>+3 more</li> </ul>                       | 8<br><ul style="list-style-type: none"> <li>App review</li> </ul>                                         | 9<br><ul style="list-style-type: none"> <li>Pipedrive users drip</li> <li>Blog post</li> <li>"12 pm" all hands meeting</li> <li>"1 pm" Melanie on Support</li> </ul> | 10<br><ul style="list-style-type: none"> <li>Day off</li> <li>Add text here</li> </ul>                                                   | 11  |
| 12<br><ul style="list-style-type: none"> <li>Add text here</li> </ul>                                                                        | 13<br><ul style="list-style-type: none"> <li>App review</li> </ul>                                                           | 14<br><ul style="list-style-type: none"> <li>Flag Day-United States</li> <li>Blog post</li> <li>"8 pm" Add text here</li> <li>"10 pm" Weekly Editorial Meeting</li> <li>"11 pm" marketing meeting</li> </ul> | 15<br><ul style="list-style-type: none"> <li>App review</li> <li>"1:30 pm" carlin + Melanie ch</li> </ul> | 16<br><ul style="list-style-type: none"> <li>Blog post</li> <li>"12 pm" all hands meeting</li> <li>"1 pm" Melanie on support</li> </ul>                              | 17<br><ul style="list-style-type: none"> <li>App review</li> <li>"10 pm" Add text here</li> <li>"5 pm" 1090 - Meeting tonight</li> </ul> | 18  |
| 19<br><ul style="list-style-type: none"> <li>Father's day - united state</li> </ul>                                                          | 20<br><ul style="list-style-type: none"> <li>Rob off</li> <li>App review</li> </ul>                                          | 21<br><ul style="list-style-type: none"> <li>Blog post</li> <li>"8 pm" Add text here</li> <li>"10 pm" Weekly Editorial Meeting</li> <li>"11 pm" marketing meeting</li> </ul>                                 | 22<br><ul style="list-style-type: none"> <li>App review</li> </ul>                                        | 23<br><ul style="list-style-type: none"> <li>Blog post</li> <li>"12 pm" all hands meeting</li> <li>"1pm" Add text here</li> </ul>                                    | 24<br><ul style="list-style-type: none"> <li>Last day of school</li> <li>App review</li> </ul>                                           | 25  |
| 26                                                                                                                                           | 27<br><ul style="list-style-type: none"> <li>Rob off</li> <li>Jeff's birthday</li> <li>App review</li> </ul>                 | 28<br><ul style="list-style-type: none"> <li>Rob off</li> <li>Blog post</li> <li>"10 pm" Add text here</li> <li>"11 pm" marketing meeting</li> </ul>                                                         | 29<br><ul style="list-style-type: none"> <li>App review</li> </ul>                                        | 30<br><ul style="list-style-type: none"> <li>Blog post</li> <li>"12 pm" all hands meeting</li> <li>"1 pm" Add text here</li> </ul>                                   | Jul 1<br><ul style="list-style-type: none"> <li>Ladda pinola's birthday</li> <li>App review</li> </ul>                                   | 2   |