

Step 1: Download the template | Step 2: Edit the template in compatible software
Step 3: Print it at home/office

Write the
name of
the company.

[INSERT THE COMPANY NAME]
[INSERT THE COMPANY ADDRESS]
[INSERT THE COMPANY'S CONTACT INFORMATION]
[INSERT THE COMPANY WEBSITE]

EMPLOYEE CALENDAR

Name: [INSERT NAME HERE]
Month: March

Position: [INSERT POSITION HERE]
Year: 2053

Place all
the contact
details of
the company.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3 Meeting with the Investors	4 Devise a new and timely marketing strategy	5	6	7 Meeting with the CEO	8
9	10	11 Finalize the marketing strategy	12 Create a project timeline	13	14	15 Salary!
16	17 Meeting with the Investors	18	19 Check Proposals	20 Vacation Leave!	21 Vacation Leave!	22
23	24 Approve Proposals	25	26	27	28 Salary!	29
30	31					