

Calendar Sizes

20 SEPTEMBER
23 Events Calendar

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Holidays
2 - Columbus Day
9 - Columbus Day

Events
1 - New Product Launching
7 - Online Inc. Review Day 1
8 - Online Inc. Review Day 2
21 - End Online Platform
27 - Online a Month Code Event

Notes:
1. Monitor the review and schedule for the next 4.
2. Schedule a meeting with the team on October 12.
3. Start the review at 9:30 AM.

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Work Calendar **AUGUST 2023**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Events
2 - New Hire Onboarding
4 - Company Party
8 - Administrative Meeting
21 - Client Meeting
22 - Department Meeting
31 - End of Month Assessment

Holidays
16 - Washington State Day
19 - World Humanitarian Day

NOTE:
1. Prepare and give presentation for the new hire.
2. Prepare the list for the employee assessment by August 18.

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