WHAT YOU'LL RECEIVE

	PLANNING CALENDAR			2024

DATE	TASK / EVENT DESCRIPTION	PRIORITY	STATUS	REMARKS
Jan 19, 2024	Team Meeting	High	In Progress	-
Jan 20, 2024	Dinner with friends	Low	Completed	-
Jan 21, 2024	Attend Webinar	Medium	Not Started	-
Jan 22, 2024	Project Deadline	High	Pending	Urgent!
Jan 23, 2024	Yoga Class	Medium	Completed	-
Jan 24, 2024	Study Session	Medium	In Progress	

January 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUMMARY

High	2
Medium	3
Low	1

High | Medium | Low

Status	Count
Not Started	1
In Progress	2

Status	Count
Pending	1
Completed	2

Not Started	1
In Progress	2
Pending	1
Completed	2

0.0   0.5   1.0   1.5

Planning Calendar

Structured tool for organizing events, tasks, and deadlines effectively.