

MONTHLY PLANNER

SIMPLE AND CUSTOMIZABLE

MONTH OF		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
10	OCTOBER					1 Submit proposal Draft new business model	2 Purchase materials Clean up Journaling	3 Grocery General cleaning
	2021							
MONTHLY GOALS								
1	Save 10K	4 Schedule trial Start on new project Budget for the month	5 Superior meeting Company training and seminar Train interns	6 Family breakfast	7 Seminar review Take client to lunch Teleconference	8 Submit proposal Train interns Present deck	9 Family vacation Dentist appointment	10
2	Lose 5kg							
3	Close 3 client deals							
4	Start with side hustle	11 Schedule trial Complete deck Family dinner	12 Performance evaluation Suppliers meeting Teleconference	13 Submit proposal Lunch with client Inventory management	14 Schedule trial Inventory management Lunch with client	15 Train interns Client 1 call Client 2 call	16 Draft new proposal Finalize presentation	17 General cleaning Canvas of materials Lunch with friends
5	Come with new dicumentation system							
PRIORITY LIST								
•	Draft proposal for target clients	18 Submit proposal Suppliers meeting	19	20 Submit proposal Grocery	21 Schedule trial	22 Finalize presentation Teleconference	23 Grocery Client call	24 Initial supplier meeting Finalize deck
!	Set early meetings with resource persons							
✓	Finalize program planning							
□	Start new contract and submit to IS	25 2021 Convention Grocery	26 Take client to lunch	27	28 Material procurement	29 Practice presentation	30 Meditative weekend Start on new shop	31 General Cleaning