

January

SUN	MON	TUES	WED	THU	FRI	SAT
1	2 10:00 Payroll 3:00 Project Review	3	4 9:30 Team Meeting	5 5:00 Timesheets Due	6	7
8	9	10	11 9:30 Team Meeting	12 5:00 Timesheets Due	13	14
15	16	17	18 9:30 Team Meeting	19 5:00 Timesheets Due	20	21
22	23	24	25 9:30 Team Meeting	26 5:00 Timesheets Due	27	28
Next Month: Increase Sales by 10% Check on Shipping Renew Insurance Plan Employee Dinner						

Increase Sales by 10%
 Check on Shipping
 Renew Insurance
 Plan Employee Dinner

