



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 Monthly Content Planning Teams Meeting	2	3
4 E-commerce Conference 21 Meeting with Freelancers Weekly Social Media Posting	5	6 Input your tasks HERE ... I	7	8 Teams Meeting	9	10
11 Weekly Social Media Posting	12	13 Interview Placement	14 New Product Testing Approvals for updates	15 Senior Management Update	16	17
18 Weekly Social Media Posting	19	20	21	22 Start Monthly Reporting	23	24
25 Weekly Social Media Posting Content Optimization	26	27	28	29 Monthly Reporting presentation Teams Meeting	30	31