

2021		Month	Editor	Task source		
		FEBRUARY	All	Individual Tasks		
MONDAY	TUESDAY	WEDNESDAY	FRIDAY	SATURDAY	SUNDAY	
1	2	3	4	5	6	7
Weekly video Peter Thomson - In review	Blog post discussion Thomas Peterson - Not started	DIY plastic usage Clara Swanson - Not started	Subscription discount Ann Bailey - In review			Reducing your plastic waste Clara Swanson - In progress
			Discount offer Ann Bailey - On hold			
			Subscription discount Kate Burke - Ongoing			
8	9	10	11	12	13	14
						Social Media KPI Report Maya Kos - In draft
15	16	17	18	19	20	21