

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Meetingx Update projectx Review reportx	2 Make follow-up callx Update project statusx	3 Finalize presentationx Draft newsletterx	4 Discuss collaborationx Send survey resultsx	5 Team meetingx Plan campaignx	6 Attend seminarx Pay billsx
7	8 Organize workshopx Review contractx Prepare for auditx	9 Attend seminarx Update projectx	10 Review analyticsx Confirm conferencex	11 Finalize budgetx Update projectx	12 Review contractx Attend seminarx	13
14	15 Software updatex Review analyticsx	16 Meetingx Attend seminarx Update project	17 Finalize presentarion Update project	18 Check inventory Draft newsletter Update project	19 Plan retreat Send invitations	20
21	22 Review contract Mom's birthday	23 Make follow-up call Update project	24 Attend seminar Prepare for audit	25 Schedule photoshoot Check inventory Team meeting	26 Finalize budget Review analytics	27
28	29 Make follow-up call	30 Review analytics Update project				