

# INSTRUCTIONS

- ✓ Choose and click a file format to download the template.
- ✓ If you select a Google format, you will be prompted to make a copy of the file.
- ✓ If you select a software-based format, the downloaded file will be added to your computer's Downloads folder.
- ✓ Open the copied or downloaded template, and start using or customizing it.
- ✓ The template is yours to keep or print as needed.
- ✓ Contact our Customer Support Team if you need further assistance.

| DECEMBER 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
| 31            |    |    |    |    |    |    |

| FEBRUARY 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 |    |    |

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| Notes |
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| JANUARY 2024 |     |     |     |     |
|--------------|-----|-----|-----|-----|
| SUN          | MON | TUE | WED | THU |
|              | 1   | 2   | 3   | 4   |
| 7            | 8   | 9   | 10  | 11  |
| 14           | 15  | 16  | 17  | 18  |
| 21           | 22  | 23  | 24  | 25  |
| 28           | 29  | 30  | 31  |     |