



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 ...

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