

SIMPLE CONTENT CALENDAR TEMPLATE

YEAR

PREPARED BY:

Bethany K.

Update monthly calendar below to match dates and mirror current year.

JANUARY

SUN	MON	TUES	WED	THURS	FRI	SAT
						1 New Year's Day
2	3 First Monday meeting	4	5	6 Client updates	7	8
9	10	11	12	13	14	15
16	17 Martin Luther King Jr Day	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Important Dates	
Date	Comments

[illegible]

Next Month's Deadlines			
Date	Content Event	Task Description	Task Owner

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FEBRUARY

SUN	MON	TUES	WED	THURS	FRI	SAT
X	X	X	X Grounding Day	X	X	X
X	X	X	X	X	X	X Lincoln's Birthday
X Valentine's Day	X	X	X	X	X	X
X President's Day	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X

IMPORTANT DATES	
DATE	COMMENTS

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MARCH

SUN	MON	TUES	WED	THURS	FRI	SAT
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X Dusk/Hil Savings Begin	X	X	X	X St. Patrick's Day	X	X
X Vernal Equinox	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X

IMPORTANT DATES	
DATE	COMMENTS

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APRIL

SUN	MON	TUES	WED	THURS	FRI	SAT
X	X	X	X	X	X	X
					April Fools Day	
X	X	X	X	X	X	X
X	X	X	X	X	X	X
					Passover Good Friday	
X	X	X	X	X	X	X
Easter Sunday					Earth Day	
X	X	X	X	X	X	X
X	X	X	X	X	X	X

IMPORTANT DATES	
DATE	COMMENTS

[illegible]

NEXT MONTH'S DEADLINES			
DATE	CONTENT EVENT	TASK DESCRIPTION	TASK OWNER

[illegible]

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