

BIWEEKLY CALENDAR

| SUN                         | MON                                                                               | TUE                         | WED                                        | THU                                                  | FRI                                                    | SAT                            |
|-----------------------------|-----------------------------------------------------------------------------------|-----------------------------|--------------------------------------------|------------------------------------------------------|--------------------------------------------------------|--------------------------------|
| 1                           | 2                                                                                 | 3                           | 4                                          | 5                                                    | 6                                                      | 7                              |
|                             | Morning workout<br>Staff meeting @ 10AM<br>Lunch with colleague @ 12NN<br>Grocery | Yoga class<br>Dentist @ 2PM | Team brainstorming @ 11AM<br>Webinar @ 3PM | Client presentation @ 10AM<br>Gym session            | Submit project proposal @ 12NN<br>Movie night w/ Wendy | Cece's friend's birthday @ 4PM |
| 8                           | 9                                                                                 | 10                          | 11                                         | 12                                                   | 13                                                     | 14                             |
| Farmer's market visit @ 9AM | Lunch with client                                                                 | Visit local supplier @ 9AM  | OB-GYN appointment @ 10AM                  | Team brainstorming @ 11 AM<br>Managers meeting @ 1PM | Submit project proposal @ 1PM                          | Spa appointment @ 2PM          |

BI WEEKLY  
CALENDAR  
TEMPLATE

Engineered for balance, this template allows a clear view of two weeks at a glance.

