

Calendar - Outlook Data File - Microsoft Outlook

FileHomeSend / ReceiveFolderViewSearch

Change View

View Settings

Reset View

Day

Work Week

Week

Month

Schedule View

Time Scale

Overlay

Working Hours

Color

Color

Daily Task List

Navigation Pane

Reading Pane

To-Do Bar

People Pane

People Pane

Reminders Window

Open in New Window

Close All Items

January 2011

Su

Mo

Tu

We

Th

Fr

Sa

26

27

28

29

30

31

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

1

2

3

4

5

My Calendars

Calendar

January

	3Monday	4Tuesday	5Wednesday	6Thursday	7Friday
8 am	TASK: Conduct Work Breakdown Structure meeting				
9 00	TASK: Outline project plan				
10 00	TASK: Build Work Breakdown Structure (WBS)				
11 00	TASK: Assign resources to project plan tasks				
12 pm	TASK: Update WBS in Project Plan				
1 00					