

Notes:

1. Meet with every department to plan for the year-end party.
2. Talk to the HR manager to confirm the December holidays.
3. Prepare a sales presentation by December 18.

December 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					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						

Important Dates:

- 1 - Christmas Collection Launching
- 4 - Monthly Meeting
- 8 - Online Presence Analysis
- 14 - Company Year-End Party
- 20 - Monthly Sales Report
- 21 - Winter Solstice
- 25 - Christmas Day
- 26 - Boxing Day
- 29 - New Year Collection Launching

Giovva Co.

26 Southside Rd, Portland, OR 67899
info@giovvaco.com | 222 555 7777