

Simple Monthly calendar | Regal | version 2

MONTHLY CALENDAR

How to Use

Please note: Please do not edit the highlighted sections. They will automatically calculate for you!

The screenshot shows a monthly calendar for January. On the left, there is a sidebar with two sections: 'This Month's Focus' containing three numbered input fields, and 'To Do List' containing a list of tasks with checkboxes. The main calendar grid has columns for the days of the week (Monday to Sunday) and rows for the dates. Some dates are highlighted in yellow. Annotations with arrows point to various parts of the interface:

- An arrow points to the 'This Month's Focus' section with the text: "Add in your top 3 focuses for the month".
- An arrow points to the 'To Do List' section with the text: "Add in any tasks that don't have a specific due date. As you check off your tasks, a progress bar will appear to show you your progress."
- An arrow points to the top of the calendar grid with the text: "Please note: You can edit the spreadsheet to be a Monday or Sunday start on the Start Here tab (near the top of the sheet). All of the dates are automatically updated when you enter the Year on the Start Here tab."
- An arrow points to a specific date cell in the calendar grid with the text: "Fill out your calendar with any tasks or events you have for that day."

Instructions on Page 2 of the Start Here Page