

Instructions

- ☒ Choose and click a file format to download the template.
- ☒ If you select a Google format, you will be prompted to make a copy of the file.
- ☒ If you select a format, the downloaded file format will be added to your computer's Downloads folder.
- ☒ Open the copied or downloaded template, and start using or customizing it.
- ☒ The template is yours to keep or print as needed.

File Formats

Excel & Google Sheets (in A4 size)



Sterling Retailers

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January 2050				
DATE	ACTIVITY	IN CHARGE	STATUS	REMARKS
1/3/50	New Year Sale Promotion	Jessica Adams	Completed	Exceeded targets
1/10/50	Inventory Stocktaking	Michael Scott	In progress	
1/14/50	Staff Training Session	Emily Davis	In progress	
1/18/50	Marketing Campaign Meeting	Ethan Johnson	Completed	Positive feedbacks
1/22/50	Product Showcase Event	Olivia Thompson	Not started	Planning stage
1/27/50	Customer Loyalty Program	Ava Wilson	Upcoming	
1/29/50	Store Maintenance	Benjamin Lee	Completed	Minor repairs completed