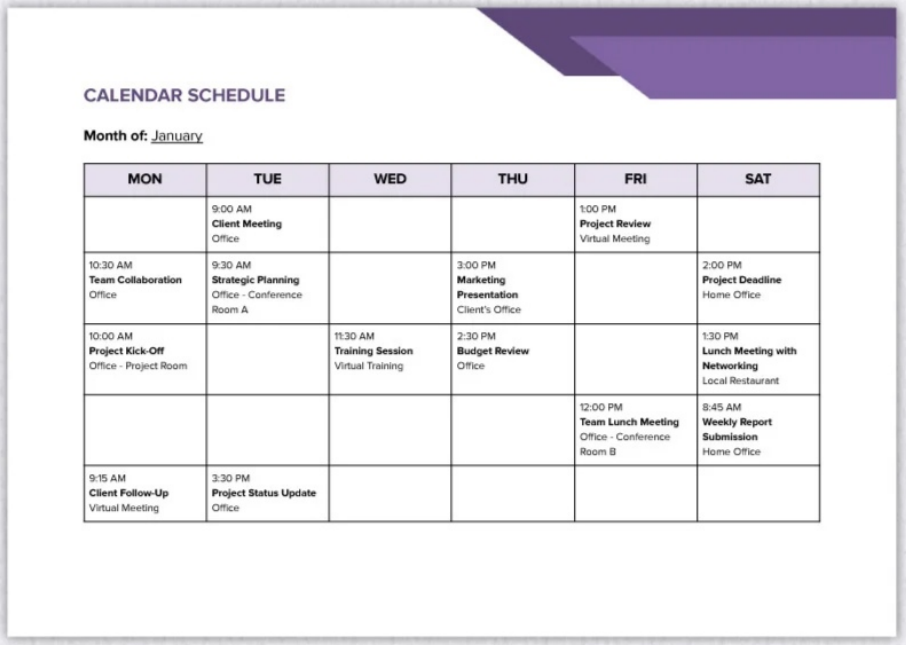


CALENDAR SCHEDULE

Month of: January

MON	TUE	WED	THU	FRI	SAT
	9:00 AM **Client Meeting** Office			1:00 PM **Project Review** Virtual Meeting	
10:30 AM **Team Collaboration** Office	9:30 AM **Strategic Planning** Office - Conference Room A		3:00 PM **Marketing Presentation** Client's Office		2:00 PM **Project Deadline** Home Office
10:00 AM **Project Kick-Off** Office - Project Room		11:30 AM **Training Session** Virtual Training	2:30 PM **Budget Review** Office		1:30 PM **Lunch Meeting with Networking** Local Restaurant
				12:00 PM **Team Lunch Meeting** Office - Conference Room B	8:45 AM **Weekly Report Submission** Home Office
9:15 AM **Client Follow-Up** Virtual Meeting	3:30 PM **Project Status Update** Office				

CALENDAR SCHEDULE TEMPLATE

This versatile tool offers an editable and customizable layout to suit your unique scheduling needs.

Available **File Formats**