

CALENDAR SAMPLE (Weekly View)

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MONDAY 18 (43) October J	TUESDAY 19 October	WEDNESDAY 20 October J	THURSDAY 21 October \$	FRIDAY 22 October JO	SATURDAY 23 October	SUNDAY 24 October
<p>8 -</p> <p>9 -</p> <p>10 -</p> <p>11 -</p> <p>12 -</p> <p>1 -</p> <p>2 -</p> <p>3 -</p> <p>4 -</p> <p>5 -</p> <p>6 -</p> <p>7 -</p>	<p>8 -</p> <p>9 -</p> <p>10 -</p> <p>11 -</p> <p>12 -</p> <p>1 -</p> <p>2 -</p> <p>3 -</p> <p>4 -</p> <p>5 -</p> <p>6 -</p> <p>7 -</p>	<p>8 -</p> <p>9 -</p> <p>10 -</p> <p>11 -</p> <p>12 -</p> <p>1 -</p> <p>2 -</p> <p>3 -</p> <p>4 -</p> <p>5 -</p> <p>6 -</p> <p>7 -</p>	<p>8 -</p> <p>9 -</p> <p>10 -</p> <p>11 -</p> <p>12 -</p> <p>1 -</p> <p>2 -</p> <p>3 -</p> <p>4 -</p> <p>5 -</p> <p>6 -</p> <p>7 -</p>	<p>8 -</p> <p>9 -</p> <p>10 -</p> <p>11 -</p> <p>12 -</p> <p>1 -</p> <p>2 -</p> <p>3 -</p> <p>4 -</p> <p>5 -</p> <p>6 -</p> <p>7 -</p>	<p>8 -</p> <p>9 -</p> <p>10 -</p> <p>11 -</p> <p>12 -</p> <p>1 -</p> <p>2 -</p> <p>3 -</p> <p>4 -</p> <p>5 -</p> <p>6 -</p> <p>7 -</p>	<p>8 -</p> <p>9 -</p> <p>10 -</p> <p>11 -</p> <p>12 -</p> <p>1 -</p> <p>2 -</p> <p>3 -</p> <p>4 -</p> <p>5 -</p> <p>6 -</p> <p>7 -</p>
<p>D</p> <p>M</p> <p>Department Meeting</p> <p>1-on-1</p> <p>Calls</p> <p>L</p> <p>Mail</p> <p>1-on-1</p> <p>1-on-1</p> <p>Telephone Mtg</p> <p>Interruptions</p> <p>Focus Meeting</p> <p>Wrap-Up</p> <p>Pick-Up Julie</p> <p>Buy Beer +</p> <p>Hockey Night (our place)</p>	<p>A</p> <p>A</p> <p>Budget Meeting Preparation</p> <p>Interruptions</p> <p>U</p> <p>Mail</p> <p>Budget Meeting Preparation</p> <p>Project Plans</p> <p>Meeting Paul</p> <p>Wrap-Up</p> <p>Gym</p>	<p>N</p> <p>I</p> <p>Prep for Trip</p> <p>Calls</p> <p>Interruptions</p> <p>N</p> <p>Mail</p> <p>Travel</p> <p>Budget Meeting</p> <p>Pick-Up Julie</p> <p>Bank</p> <p>David (Finances)</p>	<p>C</p> <p>L</p> <p>Reality Project</p> <p>Interruptions</p> <p>C</p> <p>Mail</p> <p>Calls</p> <p>Reality Project</p> <p>Telephone Conference</p> <p>Wrap-Up</p> <p>Gym</p>	<p>E</p> <p>P + E + V</p> <p>1-on-1</p> <p>Finalize Trip</p> <p>Interruptions</p> <p>H</p> <p>John</p> <p>Dept. Mtg Prep</p> <p>Mail</p> <p>Planning</p> <p>Reading</p> <p>Organize !</p> <p>Wrap-Up</p> <p>Pick-Up Julie</p> <p>Dinner & Movie</p>	<p>JULIE Swimming Lessons</p> <p>Buster Groomers</p> <p>ERRANDS Cleaners Food Drugstore Bank</p> <p>Pick-Up Buster</p> <p>Nadine & Louis'</p>	<p>TENNIS with Nicole</p> <p>BRUNCH Mom & Dad's</p> <p>Duelling Calendars</p>
<p>- Call Erik (555-1111)</p> <p>- Focus Project Due</p> <p>- F/U Mark</p> <p>- Call Robert</p> <p>- F/U Michel</p> <p>- F/U Sylvie</p>	<p>- Irene's Birthday</p> <p>- F/U Louis</p> <p>- Budget Due</p> <p>- F/U Steve</p> <p>- Documents David</p> <p>- Get Directions for Budget Meeting</p>	<p>- F/U Annik</p> <p>- Make Hair Appt</p> <p>- Pay Hydro</p> <p>- E-Mail Christopher</p> <p>- Imelda (555-1212)</p> <p>- Joe (555-1211)</p> <p>- Visa Due</p>	<p>- Mom & Dad's 48th Anniversary</p> <p>- House Ins. Due</p> <p>- Paul leaves to FL</p> <p>- Buy Milk</p> <p>- Hydro Due</p> <p>- Call John</p>	<p>- Joe's Birthday</p> <p>- F/U Joanne</p> <p>- Call Carl (555-1214)</p> <p>- Confirm with Nicole</p> <p>- Make Car Appt</p> <p>- Bob (ref week 41)</p>	<p>- Peter arrives</p> <p>- Wrap Gift</p>	<p>- Carol goes in for operation</p>
<p>--- LEGEND ---</p>						
<p> = Fixed Appointments</p> <p> = Danger Zone</p> <p> = Flexible Time</p> <p> = Personal</p> <p>W = Importants Dates</p> <p>\$ = Pay Day</p> <p>J = Pick-Up Julie</p> <p>O = Full Moon</p> <p>P = Paper</p> <p>E = Electronic</p> <p>V = Voice</p>						