

Use the “Calendar schedule template” to create your own schedule with a yearly calendar as a template.

The primary setting of the template is the definition of the target year for which you plan using the template. Depending on this, the dates for all weeks are automatically set across the entire table, taking into account the correct days of the week.

To do this, select the desired value from the drop-down list in the specified field; by default, the value is set to 2022.

Year:	2024
Week #1	2022
Date:	2023
	2024

The template contains 53 similar mini-tables for the number of weeks in a calendar year. By default, they are all grouped for ease of use; it looks like a list of weeks with dates, each month has another color:

Week #2	Date:	01/08/24	01/09/24	01/10/24	01/11/24	01/12/24	01/13/24	01/14/24
Week #3	Date:	01/15/24	01/16/24	01/17/24	01/18/24	01/19/24	01/20/24	01/21/24
Week #4	Date:	01/22/24	01/23/24	01/24/24	01/25/24	01/26/24	01/27/24	01/28/24
Week #5	Date:	01/29/24	01/30/24	01/31/24	02/01/24	02/02/24	02/03/24	02/04/24
Week #6	Date:	02/05/24	02/06/24	02/07/24	02/08/24	02/09/24	02/10/24	02/11/24
Week #7	Date:	02/12/24	02/13/24	02/14/24	02/15/24	02/16/24	02/17/24	02/18/24
Week #8	Date:	02/19/24	02/20/24	02/21/24	02/22/24	02/23/24	02/24/24	02/25/24

To open the working field of a specific week, you need to click on the “+” sign to the left of the name of each line and, similarly, by clicking on the “-” sign, group the mini-table back.

37	Week #2
38	Date: 01/08/24
70	
71	Week #3
72	Date: 01/15/24
104	

Inside the drop-down table, you will see a field for entering your plans, cases, meetings. The proposed schedule of the day starts at 7:00 AM and ends at 10:00 PM in half-hour increments.

The days of the week are arranged in columns. Each day of each week has an automatically calculated date based on the year you select. Enter your plans in the fields at the intersection of day and time.

An example of filling out a schedule:

Week #1		01/01/2024	01/02/24	01/03/24	01/04/24	01/05/24	01/06/24	01/07/24
Time:		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 AM	00	Wake-up	Wake-up	Wake-up	Wake-up	Wake-up		
	30	Running						
8 AM	00	Breakfast & coffee		Running		Running		
	30	Take the child to the kindergarten						
9 AM	00	Start working	Take the child to the kindergarten	Wake-up	Wake-up			
	30		Start working	Start working	Start working	Start working		
10 AM	00	Meeting with Customer						
	30		English classes		English classes			
11 AM	00	Zoom-conference				Meeting with Customer		
	30							
12 PM	00	Lunch				Lunch		
	30							
1 PM	00		Lunch	Lunch	Lunch		Cinema	
	30	Project meeting						