

Year	Month	Day	Time	Location	Activity	Duration	Frequency	Priority	Category	Sub-category	Code	Notes
2023	1	1	08:00	Office	Meeting with team	1 hour	Weekly	High	Work	Meeting	1001	Discuss project progress and upcoming tasks.
2023	1	2	09:00	Office	Client presentation	1.5 hours	Monthly	High	Work	Client Meeting	1002	Present new product features to the client.
2023	1	3	10:00	Office	Project review	1 hour	Weekly	Medium	Work	Review	1003	Review project status and identify any issues.
2023	1	4	11:00	Office	Team training	1 hour	Quarterly	Medium	Work	Training	1004	Provide training on new software tools.
2023	1	5	12:00	Office	Team lunch	1 hour	Weekly	Low	Work	Lunch	1005	Team lunch to discuss project progress.
2023	1	6	13:00	Office	Client meeting	1 hour	Monthly	High	Work	Client Meeting	1006	Meeting with client to discuss project progress.
2023	1	7	14:00	Office	Project review	1 hour	Weekly	Medium	Work	Review	1007	Review project status and identify any issues.
2023	1	8	15:00	Office	Team training	1 hour	Quarterly	Medium	Work	Training	1008	Provide training on new software tools.
2023	1	9	16:00	Office	Team lunch	1 hour	Weekly	Low	Work	Lunch	1009	Team lunch to discuss project progress.
2023	1	10	17:00	Office	Client meeting	1 hour	Monthly	High	Work	Client Meeting	1010	Meeting with client to discuss project progress.
2023	1	11	18:00	Office	Project review	1 hour	Weekly	Medium	Work	Review	1011	Review project status and identify any issues.
2023	1	12	19:00	Office	Team training	1 hour	Quarterly	Medium	Work	Training	1012	Provide training on new software tools.
2023	1	13	20:00	Office	Team lunch	1 hour	Weekly	Low	Work	Lunch	1013	Team lunch to discuss project progress.
2023	1	14	21:00	Office	Client meeting	1 hour	Monthly	High	Work	Client Meeting	1014	Meeting with client to discuss project progress.
2023	1	15	22:00	Office	Project review	1 hour	Weekly	Medium	Work	Review	1015	Review project status and identify any issues.
2023	1	16	23:00	Office	Team training	1 hour	Quarterly	Medium	Work	Training	1016	Provide training on new software tools.
2023	1	17	00:00	Office	Team lunch	1 hour	Weekly	Low	Work	Lunch	1017	Team lunch to discuss project progress.
2023	1	18	01:00	Office	Client meeting	1 hour	Monthly	High	Work	Client Meeting	1018	Meeting with client to discuss project progress.
2023	1	19	02:00	Office	Project review	1 hour	Weekly	Medium	Work	Review	1019	Review project status and identify any issues.
2023	1	20	03:00	Office	Team training	1 hour	Quarterly	Medium	Work	Training	1020	Provide training on new software tools.
2023	1	21	04:00	Office	Team lunch	1 hour	Weekly	Low	Work	Lunch	1021	Team lunch to discuss project progress.
2023	1	22	05:00	Office	Client meeting	1 hour	Monthly	High	Work	Client Meeting	1022	Meeting with client to discuss project progress.
2023	1	23	06:00	Office	Project review	1 hour	Weekly	Medium	Work	Review	1023	Review project status and identify any issues.
2023	1	24	07:00	Office	Team training	1 hour	Quarterly	Medium	Work	Training	1024	Provide training on new software tools.
2023	1	25	08:00	Office	Team lunch	1 hour	Weekly	Low	Work	Lunch	1025	Team lunch to discuss project progress.
2023	1	26	09:00	Office	Client meeting	1 hour	Monthly	High	Work	Client Meeting	1026	Meeting with client to discuss project progress.
2023	1	27	10:00	Office	Project review	1 hour	Weekly	Medium	Work	Review	1027	Review project status and identify any issues.
2023	1	28	11:00	Office	Team training	1 hour	Quarterly	Medium	Work	Training	1028	Provide training on new software tools.
2023	1	29	12:00	Office	Team lunch	1 hour	Weekly	Low	Work	Lunch	1029	Team lunch to discuss project progress.
2023	1	30	13:00	Office	Client meeting	1 hour	Monthly	High	Work	Client Meeting	1030	Meeting with client to discuss project progress.
2023	1	31	14:00	Office	Project review	1 hour	Weekly	Medium	Work	Review	1031	Review project status and identify any issues.