

| Year | Month | Day | Time | Location | Activity | Duration | Frequency | Priority | Status | Notes |
|------|-------|-----|-------|----------|----------|----------|-----------|----------|-------------|-------|
| 2023 | 1 | 1 | 08:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 2 | 09:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 3 | 10:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 4 | 11:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 5 | 12:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 6 | 13:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 7 | 14:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 8 | 15:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 9 | 16:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 10 | 17:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 11 | 18:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 12 | 19:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 13 | 20:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 14 | 21:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 15 | 22:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 16 | 23:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 17 | 00:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 18 | 01:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 19 | 02:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 20 | 03:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 21 | 04:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 22 | 05:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 23 | 06:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 24 | 07:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 25 | 08:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 26 | 09:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 27 | 10:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 28 | 11:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 29 | 12:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 1 | 30 | 13:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 1 | 31 | 14:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 2 | 1 | 15:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 2 | 2 | 16:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 2 | 3 | 17:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 2 | 4 | 18:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 2 | 5 | 19:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 2 | 6 | 20:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 2 | 7 | 21:00 | Office | Work | 8h | 1 | Medium | In Progress | |
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| 2023 | 2 | 10 | 00:00 | Office | Meeting | 1h | 1 | High | Completed | |
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| 2023 | 2 | 12 | 02:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 2 | 13 | 03:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 2 | 14 | 04:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 2 | 15 | 05:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 2 | 16 | 06:00 | Office | Meeting | 1h | 1 | High | Completed | |
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| 2023 | 2 | 18 | 08:00 | Office | Meeting | 1h | 1 | High | Completed | |
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| 2023 | 2 | 20 | 10:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 2 | 21 | 11:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 2 | 22 | 12:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 2 | 23 | 13:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 2 | 24 | 14:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 2 | 25 | 15:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 2 | 26 | 16:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 2 | 27 | 17:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 2 | 28 | 18:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 2 | 29 | 19:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 2 | 30 | 20:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 2 | 31 | 21:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 3 | 1 | 22:00 | Office | Meeting | 1h | 1 | High | Completed | |
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| 2023 | 3 | 9 | 06:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 3 | 10 | 07:00 | Office | Work | 8h | 1 | Medium | In Progress | |
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| 2023 | 3 | 18 | 15:00 | Office | Work | 8h | 1 | Medium | In Progress | |
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| 2023 | 3 | 20 | 17:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 3 | 21 | 18:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 3 | 22 | 19:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 3 | 23 | 20:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 3 | 24 | 21:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 3 | 25 | 22:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 3 | 26 | 23:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 3 | 27 | 00:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 3 | 28 | 01:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 3 | 29 | 02:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 3 | 30 | 03:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 3 | 31 | 04:00 | Office | Meeting | 1h | 1 | High | Completed | |

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| 2023 | 1 | 1 | 08:30 | Home | Breakfast | 30 min | 1 | Low | Completed | |
| 2023 | 1 | 1 | 09:00 | Home | Personal hygiene | 15 min | 1 | Low | Completed | |
| 2023 | 1 | 1 | 09:30 | Home | Work preparation | 15 min | 1 | Low | Completed | |
| 2023 | 1 | 1 | 10:00 | Office | Start work | 1 hr | 1 | High | In Progress | |
| 2023 | 1 | 1 | 11:00 | Office | Meeting | 30 min | 1 | High | Completed | |
| 2023 | 1 | 1 | 12:00 | Office | Lunch break | 30 min | 1 | Low | Completed | |
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| 2023 | 1 | 1 | 17:00 | Office | End work | 15 min | 1 | High | Completed | |
| 2023 | 1 | 1 | 17:30 | Home | Commute home | 15 min | 1 | Low | Completed | |
| 2023 | 1 | 1 | 18:00 | Home | Dinner | 30 min | 1 | Low | Completed | |
| 2023 | 1 | 1 | 19:00 | Home | Relaxation | 1 hr | 1 | Low | In Progress | |
| 2023 | 1 | 1 | 20:00 | Home | TV show | 30 min | 1 | Low | Completed | |
| 2023 | 1 | 1 | 21:00 | Home | Reading | 30 min | 1 | Low | In Progress | |
| 2023 | 1 | 1 | 22:00 | Home | Bedtime | 15 min | 1 | Low | Completed | |
| 2023 | 1 | 2 | 08:00 | Home | Wake up | 15 min | 1 | Low | Completed | |
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| 2023 | 1 | 2 | 09:00 | Home | Personal hygiene | 15 min | 1 | Low | Completed | |
| 2023 | 1 | 2 | 09:30 | Home | Work preparation | 15 min | 1 | Low | Completed | |
| 2023 | 1 | 2 | 10:00 | Office | Start work | 1 hr | 1 | High | In Progress | |
| 2023 | 1 | 2 | 11:00 | Office | Meeting | 30 min | 1 | High | Completed | |
| 2023 | 1 | 2 | 12:00 | Office | Lunch break | 30 min | 1 | Low | Completed | |
| 2023 | 1 | 2 | 13:00 | Office | Work | 1 hr | 1 | High | In Progress | |
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| 2023 | 3 | 28 | 01:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 3 | 29 | 02:00 | Office | Meeting | 1h | 1 | High | Completed | |
| 2023 | 3 | 30 | 03:00 | Office | Work | 8h | 1 | Medium | In Progress | |
| 2023 | 3 | 31 | 04:00 | Office | Meeting | 1h | 1 | High | Completed | |

| Year | Month | Day | Time | Location | Activity | Duration | Frequency | Priority | Notes | Responsible | Status | Start Date | End Date | Created | Updated |
|------|-------|-----|-------|----------|----------|----------|-----------|----------|----------------|-------------|-------------|------------|------------|------------|------------|
| 2023 | 1 | 1 | 08:00 | Office | Meeting | 30 | 1 | High | Weekly meeting | John | Completed | 2023-01-01 | 2023-01-01 | 2023-01-01 | 2023-01-01 |
| 2023 | 1 | 2 | 09:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-02 | 2023-01-02 | 2023-01-02 | 2023-01-02 |
| 2023 | 1 | 3 | 10:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-01-03 | 2023-01-03 | 2023-01-03 | 2023-01-03 |
| 2023 | 1 | 4 | 11:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-04 | 2023-01-04 | 2023-01-04 | 2023-01-04 |
| 2023 | 1 | 5 | 12:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-01-05 | 2023-01-05 | 2023-01-05 | 2023-01-05 |
| 2023 | 1 | 6 | 13:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-06 | 2023-01-06 | 2023-01-06 | 2023-01-06 |
| 2023 | 1 | 7 | 14:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-01-07 | 2023-01-07 | 2023-01-07 | 2023-01-07 |
| 2023 | 1 | 8 | 15:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-08 | 2023-01-08 | 2023-01-08 | 2023-01-08 |
| 2023 | 1 | 9 | 16:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-01-09 | 2023-01-09 | 2023-01-09 | 2023-01-09 |
| 2023 | 1 | 10 | 17:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-10 | 2023-01-10 | 2023-01-10 | 2023-01-10 |
| 2023 | 1 | 11 | 18:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-01-11 | 2023-01-11 | 2023-01-11 | 2023-01-11 |
| 2023 | 1 | 12 | 19:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-12 | 2023-01-12 | 2023-01-12 | 2023-01-12 |
| 2023 | 1 | 13 | 20:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-01-13 | 2023-01-13 | 2023-01-13 | 2023-01-13 |
| 2023 | 1 | 14 | 21:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-14 | 2023-01-14 | 2023-01-14 | 2023-01-14 |
| 2023 | 1 | 15 | 22:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-01-15 | 2023-01-15 | 2023-01-15 | 2023-01-15 |
| 2023 | 1 | 16 | 23:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-16 | 2023-01-16 | 2023-01-16 | 2023-01-16 |
| 2023 | 1 | 17 | 00:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-01-17 | 2023-01-17 | 2023-01-17 | 2023-01-17 |
| 2023 | 1 | 18 | 01:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-18 | 2023-01-18 | 2023-01-18 | 2023-01-18 |
| 2023 | 1 | 19 | 02:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-01-19 | 2023-01-19 | 2023-01-19 | 2023-01-19 |
| 2023 | 1 | 20 | 03:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-20 | 2023-01-20 | 2023-01-20 | 2023-01-20 |
| 2023 | 1 | 21 | 04:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-01-21 | 2023-01-21 | 2023-01-21 | 2023-01-21 |
| 2023 | 1 | 22 | 05:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-22 | 2023-01-22 | 2023-01-22 | 2023-01-22 |
| 2023 | 1 | 23 | 06:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-01-23 | 2023-01-23 | 2023-01-23 | 2023-01-23 |
| 2023 | 1 | 24 | 07:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-24 | 2023-01-24 | 2023-01-24 | 2023-01-24 |
| 2023 | 1 | 25 | 08:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-01-25 | 2023-01-25 | 2023-01-25 | 2023-01-25 |
| 2023 | 1 | 26 | 09:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-26 | 2023-01-26 | 2023-01-26 | 2023-01-26 |
| 2023 | 1 | 27 | 10:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-01-27 | 2023-01-27 | 2023-01-27 | 2023-01-27 |
| 2023 | 1 | 28 | 11:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-28 | 2023-01-28 | 2023-01-28 | 2023-01-28 |
| 2023 | 1 | 29 | 12:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-01-29 | 2023-01-29 | 2023-01-29 | 2023-01-29 |
| 2023 | 1 | 30 | 13:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-01-30 | 2023-01-30 | 2023-01-30 | 2023-01-30 |
| 2023 | 1 | 31 | 14:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-01-31 | 2023-01-31 | 2023-01-31 | 2023-01-31 |
| 2023 | 2 | 1 | 15:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-01 | 2023-02-01 | 2023-02-01 | 2023-02-01 |
| 2023 | 2 | 2 | 16:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-02-02 | 2023-02-02 | 2023-02-02 | 2023-02-02 |
| 2023 | 2 | 3 | 17:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-03 | 2023-02-03 | 2023-02-03 | 2023-02-03 |
| 2023 | 2 | 4 | 18:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-02-04 | 2023-02-04 | 2023-02-04 | 2023-02-04 |
| 2023 | 2 | 5 | 19:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-05 | 2023-02-05 | 2023-02-05 | 2023-02-05 |
| 2023 | 2 | 6 | 20:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-02-06 | 2023-02-06 | 2023-02-06 | 2023-02-06 |
| 2023 | 2 | 7 | 21:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-07 | 2023-02-07 | 2023-02-07 | 2023-02-07 |
| 2023 | 2 | 8 | 22:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-02-08 | 2023-02-08 | 2023-02-08 | 2023-02-08 |
| 2023 | 2 | 9 | 23:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-09 | 2023-02-09 | 2023-02-09 | 2023-02-09 |
| 2023 | 2 | 10 | 00:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-02-10 | 2023-02-10 | 2023-02-10 | 2023-02-10 |
| 2023 | 2 | 11 | 01:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-11 | 2023-02-11 | 2023-02-11 | 2023-02-11 |
| 2023 | 2 | 12 | 02:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-02-12 | 2023-02-12 | 2023-02-12 | 2023-02-12 |
| 2023 | 2 | 13 | 03:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-13 | 2023-02-13 | 2023-02-13 | 2023-02-13 |
| 2023 | 2 | 14 | 04:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-02-14 | 2023-02-14 | 2023-02-14 | 2023-02-14 |
| 2023 | 2 | 15 | 05:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-15 | 2023-02-15 | 2023-02-15 | 2023-02-15 |
| 2023 | 2 | 16 | 06:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-02-16 | 2023-02-16 | 2023-02-16 | 2023-02-16 |
| 2023 | 2 | 17 | 07:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-17 | 2023-02-17 | 2023-02-17 | 2023-02-17 |
| 2023 | 2 | 18 | 08:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-02-18 | 2023-02-18 | 2023-02-18 | 2023-02-18 |
| 2023 | 2 | 19 | 09:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-19 | 2023-02-19 | 2023-02-19 | 2023-02-19 |
| 2023 | 2 | 20 | 10:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-02-20 | 2023-02-20 | 2023-02-20 | 2023-02-20 |
| 2023 | 2 | 21 | 11:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-21 | 2023-02-21 | 2023-02-21 | 2023-02-21 |
| 2023 | 2 | 22 | 12:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-02-22 | 2023-02-22 | 2023-02-22 | 2023-02-22 |
| 2023 | 2 | 23 | 13:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-23 | 2023-02-23 | 2023-02-23 | 2023-02-23 |
| 2023 | 2 | 24 | 14:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-02-24 | 2023-02-24 | 2023-02-24 | 2023-02-24 |
| 2023 | 2 | 25 | 15:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-25 | 2023-02-25 | 2023-02-25 | 2023-02-25 |
| 2023 | 2 | 26 | 16:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-02-26 | 2023-02-26 | 2023-02-26 | 2023-02-26 |
| 2023 | 2 | 27 | 17:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-27 | 2023-02-27 | 2023-02-27 | 2023-02-27 |
| 2023 | 2 | 28 | 18:00 | Office | Meeting | 15 | 1 | Low | Team sync | Mike | Completed | 2023-02-28 | 2023-02-28 | 2023-02-28 | 2023-02-28 |
| 2023 | 2 | 29 | 19:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-02-29 | 2023-02-29 | 2023-02-29 | 2023-02-29 |
| 2023 | 2 | 30 | 20:00 | Office | Meeting | 30 | 1 | High | Client meeting | John | Completed | 2023-03-01 | 2023-03-01 | 2023-03-01 | 2023-03-01 |
| 2023 | 2 | 31 | 21:00 | Office | Work | 8 | 5 | Medium | Project work | Jane | In Progress | 2023-03-02 | 2023-03-02 | 2023-03-02 | 2023-03-02 |

| Year | Month | Day | Time | Location | Activity | Duration | Frequency | Priority | Status | Notes | Responsible | Start Date | End Date | Start Time | End Time | Frequency | Priority | Status | Notes | Responsible | Start Date | End Date | Start Time | End Time |
|------|-------|-----|-------|----------|------------|-----------|-----------|----------|--------|---------------------------------|-----------------------|------------|------------|------------|----------|-----------|----------|--------|---------------------------------|-----------------------|------------|------------|------------|----------|
| 2023 | 1 | 1 | 08:00 | Room 101 | Meeting | 1 hour | Weekly | High | Active | Review project progress | John Doe | 2023-01-01 | 2023-01-01 | 08:00 | 09:00 | Weekly | High | Active | Review project progress | John Doe | 2023-01-01 | 2023-01-01 | 08:00 | 09:00 |
| 2023 | 1 | 2 | 09:00 | Room 102 | Training | 2 hours | Monthly | Medium | Active | Software training | Jane Smith | 2023-01-02 | 2023-01-02 | 09:00 | 11:00 | Monthly | Medium | Active | Software training | Jane Smith | 2023-01-02 | 2023-01-02 | 09:00 | 11:00 |
| 2023 | 1 | 3 | 14:00 | Room 103 | Workshop | 3 hours | Quarterly | High | Active | Product development workshop | Mike Johnson | 2023-01-03 | 2023-01-03 | 14:00 | 17:00 | Quarterly | High | Active | Product development workshop | Mike Johnson | 2023-01-03 | 2023-01-03 | 14:00 | 17:00 |
| 2023 | 1 | 4 | 10:00 | Room 104 | Conference | 1 day | Annual | High | Active | Annual company conference | Sarah Lee | 2023-01-04 | 2023-01-04 | 10:00 | 18:00 | Annual | High | Active | Annual company conference | Sarah Lee | 2023-01-04 | 2023-01-04 | 10:00 | 18:00 |
| 2023 | 1 | 5 | 08:30 | Room 105 | Meeting | 1 hour | Weekly | High | Active | Weekly team meeting | David Kim | 2023-01-05 | 2023-01-05 | 08:30 | 09:30 | Weekly | High | Active | Weekly team meeting | David Kim | 2023-01-05 | 2023-01-05 | 08:30 | 09:30 |
| 2023 | 1 | 6 | 13:00 | Room 106 | Workshop | 2 hours | Monthly | Medium | Active | Customer feedback workshop | Emily White | 2023-01-06 | 2023-01-06 | 13:00 | 15:00 | Monthly | Medium | Active | Customer feedback workshop | Emily White | 2023-01-06 | 2023-01-06 | 13:00 | 15:00 |
| 2023 | 1 | 7 | 09:30 | Room 107 | Training | 1.5 hours | Quarterly | High | Active | Leadership training | Robert Brown | 2023-01-07 | 2023-01-07 | 09:30 | 11:00 | Quarterly | High | Active | Leadership training | Robert Brown | 2023-01-07 | 2023-01-07 | 09:30 | 11:00 |
| 2023 | 1 | 8 | 14:30 | Room 108 | Workshop | 2.5 hours | Monthly | Medium | Active | Marketing strategy workshop | Lisa Green | 2023-01-08 | 2023-01-08 | 14:30 | 17:00 | Monthly | Medium | Active | Marketing strategy workshop | Lisa Green | 2023-01-08 | 2023-01-08 | 14:30 | 17:00 |
| 2023 | 1 | 9 | 10:30 | Room 109 | Conference | 1 day | Annual | High | Active | Annual industry conference | Chris Black | 2023-01-09 | 2023-01-09 | 10:30 | 18:00 | Annual | High | Active | Annual industry conference | Chris Black | 2023-01-09 | 2023-01-09 | 10:30 | 18:00 |
| 2023 | 1 | 10 | 08:00 | Room 110 | Meeting | 1 hour | Weekly | High | Active | Weekly department meeting | Alexander Gray | 2023-01-10 | 2023-01-10 | 08:00 | 09:00 | Weekly | High | Active | Weekly department meeting | Alexander Gray | 2023-01-10 | 2023-01-10 | 08:00 | 09:00 |
| 2023 | 1 | 11 | 13:30 | Room 111 | Workshop | 2 hours | Monthly | Medium | Active | UX design workshop | Mia Pink | 2023-01-11 | 2023-01-11 | 13:30 | 15:30 | Monthly | Medium | Active | UX design workshop | Mia Pink | 2023-01-11 | 2023-01-11 | 13:30 | 15:30 |
| 2023 | 1 | 12 | 09:00 | Room 112 | Training | 1.5 hours | Quarterly | High | Active | Project management training | Noah Blue | 2023-01-12 | 2023-01-12 | 09:00 | 10:30 | Quarterly | High | Active | Project management training | Noah Blue | 2023-01-12 | 2023-01-12 | 09:00 | 10:30 |
| 2023 | 1 | 13 | 14:00 | Room 113 | Workshop | 2.5 hours | Monthly | Medium | Active | Business development workshop | Olivia Yellow | 2023-01-13 | 2023-01-13 | 14:00 | 16:30 | Monthly | Medium | Active | Business development workshop | Olivia Yellow | 2023-01-13 | 2023-01-13 | 14:00 | 16:30 |
| 2023 | 1 | 14 | 10:00 | Room 114 | Conference | 1 day | Annual | High | Active | Annual stakeholder conference | Liam Purple | 2023-01-14 | 2023-01-14 | 10:00 | 18:00 | Annual | High | Active | Annual stakeholder conference | Liam Purple | 2023-01-14 | 2023-01-14 | 10:00 | 18:00 |
| 2023 | 1 | 15 | 08:30 | Room 115 | Meeting | 1 hour | Weekly | High | Active | Weekly cross-functional meeting | Ava Teal | 2023-01-15 | 2023-01-15 | 08:30 | 09:30 | Weekly | High | Active | Weekly cross-functional meeting | Ava Teal | 2023-01-15 | 2023-01-15 | 08:30 | 09:30 |
| 2023 | 1 | 16 | 13:00 | Room 116 | Workshop | 2 hours | Monthly | Medium | Active | Customer service workshop | Ethan Orange | 2023-01-16 | 2023-01-16 | 13:00 | 15:00 | Monthly | Medium | Active | Customer service workshop | Ethan Orange | 2023-01-16 | 2023-01-16 | 13:00 | 15:00 |
| 2023 | 1 | 17 | 09:30 | Room 117 | Training | 1.5 hours | Quarterly | High | Active | Technical skills training | Sophia Light Blue | 2023-01-17 | 2023-01-17 | 09:30 | 11:00 | Quarterly | High | Active | Technical skills training | Sophia Light Blue | 2023-01-17 | 2023-01-17 | 09:30 | 11:00 |
| 2023 | 1 | 18 | 14:30 | Room 118 | Workshop | 2.5 hours | Monthly | Medium | Active | Product launch workshop | Lucas Light Green | 2023-01-18 | 2023-01-18 | 14:30 | 17:00 | Monthly | Medium | Active | Product launch workshop | Lucas Light Green | 2023-01-18 | 2023-01-18 | 14:30 | 17:00 |
| 2023 | 1 | 19 | 10:00 | Room 119 | Conference | 1 day | Annual | High | Active | Annual partner conference | Isabella Light Purple | 2023-01-19 | 2023-01-19 | 10:00 | 18:00 | Annual | High | Active | Annual partner conference | Isabella Light Purple | 2023-01-19 | 2023-01-19 | 10:00 | 18:00 |
| 2023 | 1 | 20 | 08:00 | Room 120 | Meeting | 1 hour | Weekly | High | Active | Weekly executive meeting | Mason Light Orange | 2023-01-20 | 2023-01-20 | 08:00 | 09:00 | Weekly | High | Active | Weekly executive meeting | Mason Light Orange | 2023-01-20 | 2023-01-20 | 08:00 | 09:00 |
| 2023 | 1 | 21 | 13:30 | Room 121 | Workshop | 2 hours | Monthly | Medium | Active | Brand strategy workshop | Charlotte Light Teal | 2023-01-21 | 2023-01-21 | 13:30 | 15:30 | Monthly | Medium | Active | Brand strategy workshop | Charlotte Light Teal | 2023-01-21 | 2023-01-21 | 13:30 | 15:30 |
| 2023 | 1 | 22 | 09:00 | Room 122 | Training | 1.5 hours | Quarterly | High | Active | Compliance training | Benjamin Light Orange | 2023-01-22 | 2023-01-22 | 09:00 | 10:30 | Quarterly | High | Active | Compliance training | Benjamin Light Orange | 2023-01-22 | 2023-01-22 | 09:00 | 10:30 |
| 2023 | 1 | 23 | 14:00 | Room 123 | Workshop | 2.5 hours | Monthly | Medium | Active | Customer retention workshop | Abigail Light Teal | 2023-01-23 | 2023-01-23 | 14:00 | 16:30 | Monthly | Medium | Active | Customer retention workshop | Abigail Light Teal | 2023-01-23 | 2023-01-23 | 14:00 | 16:30 |
| 2023 | 1 | 24 | 10:30 | Room 124 | Conference | 1 day | Annual | High | Active | Annual investor conference | Elijah Light Orange | 2023-01-24 | 2023-01-24 | 10:30 | 18:00 | Annual | High | Active | Annual investor conference | Elijah Light Orange | 2023-01-24 | 2023-01-24 | 10:30 | 18:00 |
| 2023 | 1 | 25 | 08:30 | Room 125 | Meeting | 1 hour | Weekly | High | Active | Weekly strategy meeting | Madison Light Teal | 2023-01-25 | 2023-01-25 | 08:30 | 09:30 | Weekly | High | Active | Weekly strategy meeting | Madison Light Teal | 2023-01-25 | 2023-01-25 | 08:30 | 09:30 |
| 2023 | 1 | 26 | 13:00 | Room 126 | Workshop | 2 hours | Monthly | Medium | Active | Customer engagement workshop | Isaac Light Orange | 2023-01-26 | 2023-01-26 | 13:00 | 15:00 | Monthly | Medium | Active | Customer engagement workshop | Isaac Light Orange | 2023-01-26 | 2023-01-26 | 13:00 | 15:00 |
| 2023 | 1 | 27 | 09:30 | Room 127 | Training | 1.5 hours | Quarterly | High | Active | Product knowledge training | Chloe Light Teal | 2023-01-27 | 2023-01-27 | 09:30 | 11:00 | Quarterly | High | Active | Product knowledge training | Chloe Light Teal | 2023-01-27 | 2023-01-27 | 09:30 | 11:00 |
| 2023 | 1 | 28 | 14:30 | Room 128 | Workshop | 2.5 hours | Monthly | Medium | Active | Customer journey workshop | Wyatt Light Orange | 2023-01-28 | 2023-01-28 | 14:30 | 17:00 | Monthly | Medium | Active | Customer journey workshop | Wyatt Light Orange | 2023-01-28 | 2023-01-28 | 14:30 | 17:00 |
| 2023 | 1 | 29 | 10:00 | Room 129 | Conference | 1 day | Annual | High | Active | Annual analyst conference | Zoe Light Teal | 2023-01-29 | 2023-01-29 | 10:00 | 18:00 | Annual | High | Active | Annual analyst conference | Zoe Light Teal | 2023-01-29 | 2023-01-29 | 10:00 | 18:00 |
| 2023 | 1 | 30 | 08:00 | Room 130 | Meeting | 1 hour | Weekly | High | Active | Weekly board meeting | Leo Light Orange | 2023-01-30 | 2023-01-30 | 08:00 | 09:00 | Weekly | High | Active | Weekly board meeting | Leo Light Orange | 2023-01-30 | 2023-01-30 | 08:00 | 09:00 |
| 2023 | 1 | 31 | 13:30 | Room 131 | Workshop | 2 hours | Monthly | Medium | Active | Customer loyalty workshop | Grace Light Teal | 2023-01-31 | 2023-01-31 | 13:30 | 15:30 | Monthly | Medium | Active | Customer loyalty workshop | Grace Light Teal | 2023-01-31 | 2023-01-31 | 13:30 | 15:30 |