

TIME MAP: ANNUAL / MONTHLY

			Added to Calendar	Communicated
		Format: Date - Event; Date - Event		
		Example: 4/15 Personal Income Taxes Due; 4/16 Take the night off		
January	Week 1			
	Week 2			
	Week 3			
	Week 4			
	Week 5			
February	Week 1			
	Week 2			
	Week 3			
	Week 4			
March	Week 1			
	Week 2			
	Week 3			
	Week 4			
	Week 5			
April	Week 1			
	Week 2			
	Week 3			
	Week 4			
	Week 5			
May	Week 1			
	Week 2			
	Week 3			
	Week 4			
	Week 5			
June	Week 1			
	Week 2			
	Week 3			
	Week 4			
	Week 5			
July	Week 1			
	Week 2			
	Week 3			
	Week 4			
	Week 5			
August	Week 1			
	Week 2			
	Week 3			
	Week 4			
	Week 5			
September	Week 1			
	Week 2			
	Week 3			
	Week 4			
	Week 5			
October	Week 1			
	Week 2			

	Week 3			
	Week 4			
	Week 5			
November	Week 1			
	Week 2			
	Week 3			
	Week 4			
	Week 5			
December	Week 1			
	Week 2			
	Week 3			
	Week 4			
	Week 5			