

JANUARY							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
1			1	2	3	4	5
			1/365	2/364	3/363	4/362	5/361
2	6	7	8	9	10	11	12
	6/360	7/359	8/358	9/357	10/356	11/355	12/354
3	13	14	15	16	17	18	19
	13/353	14/352	15/351	16/350	17/349	18/348	19/347
4	20	21	22	23	24	25	26
	20/346	21/345	22/344	23/343	24/342	25/341	26/340
5	27	28	29	30	31		
	27/339	28/338	29/337	30/336	31/335		

FEBRUARY							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
5						1	2
						32/334	33/333
6	3	4	5	6	7	8	9
	34/332	35/331	36/330	37/329	38/328	39/327	40/326
7	10	11	12	13	14	15	16
	41/325	42/324	43/323	44/322	45/321	46/320	47/319
8	17	18	19	20	21	22	23
	48/318	49/317	50/316	51/315	52/314	53/313	54/312
9	24	25	26	27	28	29	
	55/311	56/310	57/309	58/308	59/307	60/306	

MARCH							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
9							1
							61/305
10	2	3	4	5	6	7	8
	62/304	63/303	64/302	65/301	66/300	67/299	68/298
11	9	10	11	12	13	14	15
	69/297	70/296	71/295	72/294	73/293	74/292	75/291
12	16	17	18	19	20	21	22
	76/290	77/289	78/288	79/287	80/286	81/285	82/284
13	23	24	25	26	27	28	29
	83/283	84/282	85/281	86/280	87/279	88/278	89/277

APRIL							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
14	30 (MAR)	31 (MAR)	1	2	3	4	5
	90/276	91/275	92/274	93/273	94/272	95/271	96/270
15	6	7	8	9	10	11	12
	97/269	98/268	99/267	100/266	101/265	102/264	103/263
16	13	14	15	16	17	18	19
	104/262	105/261	106/260	107/259	108/258	109/257	110/256
17	20	21	22	23	24	25	26
	111/255	112/254	113/253	114/252	115/251	116/250	117/249
18	27	28	29	30			
	118/248	119/247	120/246	121/245			

MAY							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
18					1	2	3
					122/244	123/243	124/242
19	4	5	6	7	8	9	10
	125/241	126/240	127/239	128/238	129/237	130/236	131/235
20	11	12	13	14	15	16	17
	132/234	133/233	134/232	135/231	136/230	137/229	138/228
21	18	19	20	21	22	23	24
	139/227	140/226	141/225	142/224	143/223	144/222	145/221
22	25	26	27	28	29	30	31
	146/220	147/219	148/218	149/217	150/216	151/215	152/214

JUNE							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
23	1	2	3	4	5	6	7
	153/213	154/212	155/211	156/210	157/209	158/208	159/207
24	8	9	10	11	12	13	14
	160/206	161/205	162/204	163/203	164/202	165/201	166/200
25	15	16	17	18	19	20	21
	167/199	168/198	169/197	170/196	171/195	172/194	173/193
26	22	23	24	25	26	27	28
	174/192	175/191	176/190	177/189	178/188	179/187	180/186
27	29	30					
	181/185	182/184					

JULY							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
27			1	2	3	4	5
			183/183	184/182	185/181	186/180	187/179
28	6	7	8	9	10	11	12
	188/178	189/177	190/176	191/175	192/174	193/173	194/172
29	13	14	15	16	17	18	19
	195/171	196/170	197/169	198/168	199/167	200/166	201/165
30	20	21	22	23	24	25	26
	202/164	203/163	204/162	205/161	206/160	207/159	208/158
31	27	28	29	30	31		
	209/157	210/156	211/155	212/154	213/153		

AUGUST							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
31						1	2
						214/152	215/151
32	3	4	5	6	7	8	9
	216/150	217/149	218/148	219/147	220/146	221/145	222/144
33	10	11	12	13	14	15	16
	223/143	224/142	225/141	226/140	227/139	228/138	229/137
34	17	18	19	20	21	22	23
	230/136	231/135	232/134	233/133	234/132	235/131	236/130
35	24	25	26	27	28	29	30
	237/129	238/128	239/127	240/126	241/125	242/124	243/123

SEPTEMBER							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
36	31 (AUG)	1	2	3	4	5	6
	244/122	245/121	246/120	247/119	248/118	249/117	250/116
37	7	8	9	10	11	12	13
	251/115	252/114	253/113	254/112	255/111	256/110	257/109
38	14	15	16	17	18	19	20
	258/108	259/107	260/106	261/105	262/104	263/103	264/102
39	21	22	23	24	25	26	27
	265/101	266/100	267/99	268/98	269/97	270/96	271/95
40	28	29	30				
	272/94	273/93	274/92				

OCTOBER							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
40				1	2	3	4
				275/91	276/90	277/89	278/88
41	5	6	7	8	9	10	11
	279/87	280/86	281/85	282/84	283/83	284/82	285/81
42	12	13	14	15	16	17	18
	286/80	287/79	288/78	289/77	290/76	291/75	292/74
43	19	20	21	22	23	24	25
	293/73	294/72	295/71	296/70	297/69	298/68	299/67
44	26	27	28	29	30	31	
	300/66	301/65	302/64	303/63	304/62	305/61	

NOVEMBER							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
44							1
							306/60
45	2	3	4	5	6	7	8
	307/59	308/58	309/57	310/56	311/55	312/54	313/53
46	9	10	11	12	13	14	15
	314/52	315/51	316/50	317/49	318/48	319/47	320/46
47	16	17	18	19	20	21	22
	321/45	322/44	323/43	324/42	325/41	326/40	327/39
48	23	24	25	26	27	28	29
	328/38	329/37	330/36	331/35	332/34	333/33	334/32

DECEMBER							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
49	30 (NOV)	1	2	3	4	5	6
	335/31	336/30	337/29	338/28	339/27	340/26	341/25
50	7	8	9	10	11	12	13
	342/24	343/23	344/22	345/21	346/20	347/19	348/18
51	14	15	16	17	18	19	20
	349/17	350/16	351/15	352/14	353/13	354/12	355/11
52	21	22	23	24	25	26	27
	356/10	357/9	358/8	359/7	360/6	361/5	362/4
1	28	29	30	31			
	363/3	364/2	365/1	366/0			

## Technical Writing by Technical Professionals

### DOCUMENTATION

- MANUALS, REPORTS, PROCEDURES
- ISO/API/SPE DOCS, SPECS
- DIGITAL REPRO & BINDING

### BUSINESS

- CONTRACT REVIEW
- PROJECT MANAGEMENT
- WORKFLOW ANALYSIS

### IT SUPPORT

- SOFTWARE USER MANUALS
- WORKGROUP DATABASE APPLICATIONS
- IT SPECS & PLANNING DOCS

# Planning Month: \_\_\_\_\_

WEEK NO.	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	COMMENTS