

JANUARY							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
1					1	2	3
					1/364	2/363	3/362
2	4	5	6	7	8	9	10
	4/361	5/360	6/359	7/358	8/357	9/356	10/355
3	11	12	13	14	15	16	17
	11/354	12/353	13/352	14/351	15/350	16/349	17/348
4	18	19	20	21	22	23	24
	18/347	19/346	20/345	21/344	22/343	23/342	24/341
5	25	26	27	28	29	30	31
	25/340	26/339	27/338	28/337	29/336	30/335	31/334

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

MARCH							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
10	1	2	3	4	5	6	7
	60/305	61/304	62/303	63/302	64/301	65/300	66/299
11	8	9	10	11	12	13	14
	67/298	68/297	69/296	70/295	71/294	72/293	73/292
12	15	16	17	18	19	20	21
	74/291	75/290	76/289	77/288	78/287	79/286	80/285
13	22	23	24	25	26	27	28
	81/284	82/283	83/282	84/281	85/280	86/279	87/278
14	29	30	31				
	88/277	89/276	90/275				

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

MAY							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
18						1	2
						121/244	122/243
19	3	4	5	6	7	8	9
	123/242	124/241	125/240	126/239	127/238	128/237	129/236
20	10	11	12	13	14	15	16
	130/235	131/234	132/233	133/232	134/231	135/230	136/229
21	17	18	19	20	21	22	23
	137/228	138/227	139/226	140/225	141/224	142/223	143/222
22	24	25	26	27	28	29	30
	144/221	145/220	146/219	147/218	148/217	149/216	150/215

JUNE							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
23	31 (MAY)	1	2	3	4	5	6
	151/214	152/213	153/212	154/211	155/210	156/209	157/208
24	7	8	9	10	11	12	13
	158/207	159/206	160/205	161/204	162/203	163/202	164/201
25	14	15	16	17	18	19	20
	165/200	166/199	167/198	168/197	169/196	170/195	171/194
26	21	22	23	24	25	26	27
	172/193	173/192	174/191	175/190	176/189	177/188	178/187
27	29	29	30				
	179/186	180/185	181/184				

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

AUGUST							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
31							1
							213/152
32	2	3	4	5	6	7	8
	214/151	215/150	216/149	217/148	218/147	219/146	220/145
33	9	10	11	12	13	14	15
	221/144	222/143	223/142	224/141	225/140	226/139	227/138
34	16	17	18	19	20	21	22
	228/137	229/136	230/135	231/134	232/133	233/132	234/131
35	23	24	25	26	27	28	29
	235/130	236/129	237/128	238/127	239/126	240/125	241/124

SEPTEMBER							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
36	30 (AUG)	31 (AUG)	1	2	3	4	5
	242/123	243/122	244/121	245/120	246/119	247/118	248/117
37	6	7	8	9	10	11	12
	249/116	250/115	251/114	252/113	253/112	254/111	255/110
38	13	14	15	16	17	18	19
	256/109	257/108	258/107	259/106	260/105	261/104	262/103
39	20	21	22	23	24	25	26
	263/102	264/101	265/100	266/99	267/98	268/97	269/96
40	27	28	29	30			
	270/95	271/94	272/93	273/92			

OCTOBER							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
40					1	2	3
					274/91	275/90	276/89
41	4	5	6	7	8	9	10
	277/88	278/87	279/86	280/85	281/84	282/83	283/82
42	11	12	13	14	15	16	17
	284/81	285/80	286/79	287/78	288/77	289/76	290/75
43	18	19	20	21	22	23	24
	291/74	292/73	293/72	294/71	295/70	296/69	297/68
44	25	26	27	28	29	30	31
	298/67	299/66	300/65	301/64	302/63	303/62	304/61

NOVEMBER							
Week	SUN	MON	TUE	WED	THU	FRI	SAT
45	1	2	3	4	5	6	7
	305/60	306/59	307/58	308/57	309/56	310/55	311/54
46	8	9	10	11	12	13	14
	312/53	313/52	314/51	315/50	316/49	317/48	318/47
47	15	16	17	18	19	20	21
	319/46	320/45	321/44	322/43	323/42	324/41	325/40
48	22	23	24	25	26	27	28
	326/39	327/38	328/37	329/36	330/35	331/34	332/33
49	29	30					
	333/32	334/31					

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

## 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