

# BUSINESS CALENDAR

Weekly Strategic Overview

WEEK NO: \_\_\_\_\_  
MONTH: \_\_\_\_\_ 20\_\_

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:00 AM			<b>Dev Standup</b> Room 402		
10:00 AM	<b>Executive Sync</b> Boardroom				
12:00 PM				<b>Client Lunch</b> Off-site	
02:00 PM		<b>Project Review</b> Virtual			
04:00 PM					<b>Weekly Recap</b> Main Hall
<b>Notes</b>	<i>Enter priority objectives or follow-up items here...</i>				