Task	Task	Task	Tas
Every:   Weeks /   Month	Every:   Weeks /   Month	Every: □ Weeks / □ Month	Every:   Weeks /   Month
J F M A M J J A S O N D	J F M A M J J A S O N D	J F M A M J J A S O N D	J F M A M J J A S O N E
Lst 0 0 0 0 0 0 0 0 0 0 0	000000000000	1st 0 0 0 0 0 0 0 0 0 0 0	000000000000
5th 0 0 0 0 0 0 0 0 0 0 0		15th	000000000000
1st		31st	
Task	Task	Task	Tas
			From:
Every:   Weeks /   Month	Every:   Weeks /   Month	Every: □ Weeks / □ Month	Every:   Weeks /   Month
J F M A M J J A S O N D	J F M A M J J A S O N D	J F M A M J J A S O N D	J F M A M J J A S O N E
Lst 0 0 0 0 0 0 0 0 0 0 0	000000000000	1st   0   0   0   0   0   0   0   0   0	00000000000
5th 0 0 0 0 0 0 0 0 0 0		15th	000000000000
1st		31st	000000000000
Task	Task	Task	Tas
Every:   Weeks /   Month	Every: $\_$ $\Box$ Weeks / $\Box$ Month	Every: □ Weeks / □ Month	Every: $\_$ $\Box$ Weeks / $\Box$ Month
J F M A M J J A S O N D	J F M A M J J A S O N D	JFMAMJJASOND	J F M A M J J A S O N C
Lst 0 0 0 0 0 0 0 0 0 0 0 0	000000000000	1st 0 0 0 0 0 0 0 0 0 0 0	000000000000
5th 0 0 0 0 0 0 0 0 0 0	000000000000	15th	000000000000
1st	000000000000	31st	

<sup>○</sup> Nothing to do / ○ On due / – Not done / × Completed

 $<sup>\</sup>bigcirc$  Nothing to do /  $\bigcirc$  On due / – Not done /  $\times$  Completed