

Year	Month	Day	Time	Location	Activity	Duration	Frequency	Priority	Status	Notes	Responsible	Start Date	End Date	Progress	Comments	
2023	Jan	01	08:00	Office	Meeting	1h	Weekly	High	Completed	Review project status	John	2023-01-01	2023-01-01	100%		
2023	Jan	02	09:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	03	10:00	Office	Meeting	30m	Weekly	Low	Completed	Team sync	Jane	2023-01-03	2023-01-03	100%		
2023	Jan	04	14:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	05	15:00	Office	Meeting	1h	Weekly	High	Completed	Client presentation	John	2023-01-05	2023-01-05	100%		
2023	Jan	06	09:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	07	10:00	Office	Meeting	30m	Weekly	Low	Completed	Team sync	Jane	2023-01-07	2023-01-07	100%		
2023	Jan	08	14:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	09	15:00	Office	Meeting	1h	Weekly	High	Completed	Client presentation	John	2023-01-09	2023-01-09	100%		
2023	Jan	10	09:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	11	10:00	Office	Meeting	30m	Weekly	Low	Completed	Team sync	Jane	2023-01-11	2023-01-11	100%		
2023	Jan	12	14:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	13	15:00	Office	Meeting	1h	Weekly	High	Completed	Client presentation	John	2023-01-13	2023-01-13	100%		
2023	Jan	14	09:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	15	10:00	Office	Meeting	30m	Weekly	Low	Completed	Team sync	Jane	2023-01-15	2023-01-15	100%		
2023	Jan	16	14:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	17	15:00	Office	Meeting	1h	Weekly	High	Completed	Client presentation	John	2023-01-17	2023-01-17	100%		
2023	Jan	18	09:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	19	10:00	Office	Meeting	30m	Weekly	Low	Completed	Team sync	Jane	2023-01-19	2023-01-19	100%		
2023	Jan	20	14:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	21	15:00	Office	Meeting	1h	Weekly	High	Completed	Client presentation	John	2023-01-21	2023-01-21	100%		
2023	Jan	22	09:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	23	10:00	Office	Meeting	30m	Weekly	Low	Completed	Team sync	Jane	2023-01-23	2023-01-23	100%		
2023	Jan	24	14:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	25	15:00	Office	Meeting	1h	Weekly	High	Completed	Client presentation	John	2023-01-25	2023-01-25	100%		
2023	Jan	26	09:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	27	10:00	Office	Meeting	30m	Weekly	Low	Completed	Team sync	Jane	2023-01-27	2023-01-27	100%		
2023	Jan	28	14:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	29	15:00	Office	Meeting	1h	Weekly	High	Completed	Client presentation	John	2023-01-29	2023-01-29	100%		
2023	Jan	30	09:00	Office	Work	8h	Daily	Medium	Ongoing							
2023	Jan	31	10:00	Office	Meeting	30m	Weekly	Low	Completed	Team sync	Jane	2023-01-31	2023-01-31	100%		