

# Sample Calendar Template

GMT-08	SUN 31	MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6
7 AM							
8 AM	ATTY ANNIVERSARY, 8am			ASSISTANT OUT - VA, 8am		OFFICE MGR BDAY, 8am	
9 AM		ATTORNEY MEETING 9 – 11am	1ST CON: M/MRS JOHN SMITH 9 – 10:30am	SIGNING APPT OK 9 – 11am	LT SEMINAR @ TORRANCE MARRIOTT 9am – 12pm	SIGNING: M/MRS BOB HOPE 9 – 11am	LT SEMINAR @ TORRANCE MARRIOTT 9am – 12pm
10 AM							
11 AM		MTG WITH OFFICE I, 11am MTG WITH MKT, 11:30am	APPT OK 10:30am – 12pm	PC OK 11am – 12pm		PC WITH M/MRS Pt, 11am	
12 PM		MONTHLY FIRM LUNCH MEET 12 – 1pm	LUNCH 12 – 1pm	LUNCH 12 – 1pm	LUNCH W/FINANCIAL ADVISOR 12 – 1:30pm	PC OK, 11:30am	
1 PM		APPT OK 1 – 2:30pm	APPT OK 1 – 2:30pm	APPT OK 1 – 2:30pm		WORK TIME 1 – 4pm	
2 PM					PC WITH KRISTINA @ UEP 1:30 – 2:30pm		
3 PM		1ST CON: MS. MARY JONES 2:30 – 4pm	APPT OK 2:30 – 4pm	APPT OK 2:30 – 4pm	WORK ON E-MAIL NEWSLETTER 2:30 – 4pm		
4 PM		MTG WITH ASSISTANT, 4pm	MTG WITH ASSISTANT, 4pm	MTG WITH ASSISTANT, 4pm	MTG WITH ASSISTANT, 4pm	MTG WITH ASSISTANT, 4pm	
5 PM		MISC TIME 4:30 – 5:30pm	MISC TIME 4:30 – 5:30pm	MISC TIME 4:30 – 5:30pm	MISC TIME 4:30 – 5:30pm	HAPPY HOUR WITH ATTORNEY 4:30 – 5:30pm	
6 PM		GYM 6 – 7:30pm		GYM 6 – 7:30pm		GYM 6 – 7:30pm	
7 PM							