

Year	Month	Day	Time	Activity	Location	Duration	Frequency	Priority	Notes	Responsible	Status	Start Date	End Date	Due Date	Progress	Comments
2023	Jan	1	08:00	Meeting	Room 101	1h	Weekly	High	Review Q4	J. Doe	Completed	2023-01-01	2023-01-01	2023-01-01	100%	
2023	Jan	2	09:00	Work	Office	8h	Daily	Medium	Project X	A. Smith	In Progress	2023-01-02	2023-01-02	2023-01-02	75%	
2023	Jan	3	10:00	Training	Room 202	2h	Monthly	Low	Leadership	M. Lee	Completed	2023-01-03	2023-01-03	2023-01-03	100%	
2023	Jan	4	14:00	Meeting	Room 101	1h	Weekly	High	Review Q4	J. Doe	Completed	2023-01-04	2023-01-04	2023-01-04	100%	
2023	Jan	5	09:00	Work	Office	8h	Daily	Medium	Project X	A. Smith	In Progress	2023-01-05	2023-01-05	2023-01-05	75%	
2023	Jan	6	10:00	Training	Room 202	2h	Monthly	Low	Leadership	M. Lee	Completed	2023-01-06	2023-01-06	2023-01-06	100%	
2023	Jan	7	14:00	Meeting	Room 101	1h	Weekly	High	Review Q4	J. Doe	Completed	2023-01-07	2023-01-07	2023-01-07	100%	
2023	Jan	8	09:00	Work	Office	8h	Daily	Medium	Project X	A. Smith	In Progress	2023-01-08	2023-01-08	2023-01-08	75%	
2023	Jan	9	10:00	Training	Room 202	2h	Monthly	Low	Leadership	M. Lee	Completed	2023-01-09	2023-01-09	2023-01-09	100%	
2023	Jan	10	14:00	Meeting	Room 101	1h	Weekly	High	Review Q4	J. Doe	Completed	2023-01-10	2023-01-10	2023-01-10	100%	
2023	Jan	11	09:00	Work	Office	8h	Daily	Medium	Project X	A. Smith	In Progress	2023-01-11	2023-01-11	2023-01-11	75%	
2023	Jan	12	10:00	Training	Room 202	2h	Monthly	Low	Leadership	M. Lee	Completed	2023-01-12	2023-01-12	2023-01-12	100%	
2023	Jan	13	14:00	Meeting	Room 101	1h	Weekly	High	Review Q4	J. Doe	Completed	2023-01-13	2023-01-13	2023-01-13	100%	
2023	Jan	14	09:00	Work	Office	8h	Daily	Medium	Project X	A. Smith	In Progress	2023-01-14	2023-01-14	2023-01-14	75%	
2023	Jan	15	10:00	Training	Room 202	2h	Monthly	Low	Leadership	M. Lee	Completed	2023-01-15	2023-01-15	2023-01-15	100%	
2023	Jan	16	14:00	Meeting	Room 101	1h	Weekly	High	Review Q4	J. Doe	Completed	2023-01-16	2023-01-16	2023-01-16	100%	
2023	Jan	17	09:00	Work	Office	8h	Daily	Medium	Project X	A. Smith	In Progress	2023-01-17	2023-01-17	2023-01-17	75%	
2023	Jan	18	10:00	Training	Room 202	2h	Monthly	Low	Leadership	M. Lee	Completed	2023-01-18	2023-01-18	2023-01-18	100%	
2023	Jan	19	14:00	Meeting	Room 101	1h	Weekly	High	Review Q4	J. Doe	Completed	2023-01-19	2023-01-19	2023-01-19	100%	
2023	Jan	20	09:00	Work	Office	8h	Daily	Medium	Project X	A. Smith	In Progress	2023-01-20	2023-01-20	2023-01-20	75%	
2023	Jan	21	10:00	Training	Room 202	2h	Monthly	Low	Leadership	M. Lee	Completed	2023-01-21	2023-01-21	2023-01-21	100%	
2023	Jan	22	14:00	Meeting	Room 101	1h	Weekly	High	Review Q4	J. Doe	Completed	2023-01-22	2023-01-22	2023-01-22	100%	
2023	Jan	23	09:00	Work	Office	8h	Daily	Medium	Project X	A. Smith	In Progress	2023-01-23	2023-01-23	2023-01-23	75%	
2023	Jan	24	10:00	Training	Room 202	2h	Monthly	Low	Leadership	M. Lee	Completed	2023-01-24	2023-01-24	2023-01-24	100%	
2023	Jan	25	14:00	Meeting	Room 101	1h	Weekly	High	Review Q4	J. Doe	Completed	2023-01-25	2023-01-25	2023-01-25	100%	
2023	Jan	26	09:00	Work	Office	8h	Daily	Medium	Project X	A. Smith	In Progress	2023-01-26	2023-01-26	2023-01-26	75%	
2023	Jan	27	10:00	Training	Room 202	2h	Monthly	Low	Leadership	M. Lee	Completed	2023-01-27	2023-01-27	2023-01-27	100%	
2023	Jan	28	14:00	Meeting	Room 101	1h	Weekly	High	Review Q4	J. Doe	Completed	2023-01-28	2023-01-28	2023-01-28	100%	
2023	Jan	29	09:00	Work	Office	8h	Daily	Medium	Project X	A. Smith	In Progress	2023-01-29	2023-01-29	2023-01-29	75%	
2023	Jan	30	10:00	Training	Room 202	2h	Monthly	Low	Leadership	M. Lee	Completed	2023-01-30	2023-01-30	2023-01-30	100%	
2023	Jan	31	14:00	Meeting	Room 101	1h	Weekly	High	Review Q4	J. Doe	Completed	2023-01-31	2023-01-31	2023-01-31	100%	

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