

Year	Month	Day	Time	Location	Activity	Duration	Frequency	Priority	Status	Notes	Responsible	Start Date	End Date	Progress	Comments
2023	Jan	01	08:00	Room 101	Meeting	1h	1	High	Completed	Review Q4 results	J. Doe	2023-01-01	2023-01-01	100%	
2023	Jan	02	09:00	Room 102	Workshop	2h	1	Medium	In Progress	Design new UI	A. Smith	2023-01-02	2023-01-02	75%	
2023	Jan	03	10:00	Room 103	Training	1.5h	1	Low	Not Started	Project management	M. Johnson	2023-01-03	2023-01-03	0%	
2023	Jan	04	11:00	Room 104	Review	30m	1	High	Completed	Weekly sync	K. Lee	2023-01-04	2023-01-04	100%	
2023	Jan	05	12:00	Room 105	Workshop	2h	1	Medium	In Progress	UX research	S. Kim	2023-01-05	2023-01-05	60%	
2023	Jan	06	13:00	Room 106	Meeting	1h	1	High	Completed	Client call	D. Brown	2023-01-06	2023-01-06	100%	
2023	Jan	07	14:00	Room 107	Workshop	2h	1	Medium	In Progress	Marketing strategy	L. Green	2023-01-07	2023-01-07	80%	
2023	Jan	08	15:00	Room 108	Training	1.5h	1	Low	Not Started	Technical skills	R. White	2023-01-08	2023-01-08	0%	
2023	Jan	09	16:00	Room 109	Review	30m	1	High	Completed	Team sync	C. Black	2023-01-09	2023-01-09	100%	
2023	Jan	10	17:00	Room 110	Workshop	2h	1	Medium	In Progress	Product demo	H. Gray	2023-01-10	2023-01-10	90%	
2023	Jan	11	18:00	Room 111	Meeting	1h	1	High	Completed	Stakeholder meeting	B. Blue	2023-01-11	2023-01-11	100%	
2023	Jan	12	19:00	Room 112	Workshop	2h	1	Medium	In Progress	Team building	N. Yellow	2023-01-12	2023-01-12	50%	
2023	Jan	13	20:00	Room 113	Training	1.5h	1	Low	Not Started	Leadership course	V. Purple	2023-01-13	2023-01-13	0%	
2023	Jan	14	21:00	Room 114	Review	30m	1	High	Completed	Project update	K. Orange	2023-01-14	2023-01-14	100%	
2023	Jan	15	22:00	Room 115	Workshop	2h	1	Medium	In Progress	Process optimization	X. Green	2023-01-15	2023-01-15	70%	
2023	Jan	16	23:00	Room 116	Meeting	1h	1	High	Completed	Board meeting	Y. Blue	2023-01-16	2023-01-16	100%	
2023	Jan	17	00:00	Room 117	Workshop	2h	1	Medium	In Progress	Strategic planning	Z. Yellow	2023-01-17	2023-01-17	85%	
2023	Jan	18	01:00	Room 118	Training	1.5h	1	Low	Not Started	Industry trends	AA. Purple	2023-01-18	2023-01-18	0%	
2023	Jan	19	02:00	Room 119	Review	30m	1	High	Completed	Quarterly report	BB. Orange	2023-01-19	2023-01-19	100%	
2023	Jan	20	03:00	Room 120	Workshop	2h	1	Medium	In Progress	Customer feedback	CC. Green	2023-01-20	2023-01-20	65%	
2023	Jan	21	04:00	Room 121	Meeting	1h	1	High	Completed	Investor pitch	DD. Blue	2023-01-21	2023-01-21	100%	
2023	Jan	22	05:00	Room 122	Workshop	2h	1	Medium	In Progress	Competitor analysis	EE. Yellow	2023-01-22	2023-01-22	78%	
2023	Jan	23	06:00	Room 123	Training	1.5h	1	Low	Not Started	Product launch	FF. Purple	2023-01-23	2023-01-23	0%	
2023	Jan	24	07:00	Room 124	Review	30m	1	High	Completed	Final review	GG. Orange	2023-01-24	2023-01-24	100%	
2023	Jan	25	08:00	Room 125	Workshop	2h	1	Medium	In Progress	Post-mortem	HH. Green	2023-01-25	2023-01-25	80%	
2023	Jan	26	09:00	Room 126	Meeting	1h	1	High	Completed	Team meeting	II. Blue	2023-01-26	2023-01-26	100%	
2023	Jan	27	10:00	Room 127	Workshop	2h	1	Medium	In Progress	Future roadmap	JJ. Yellow	2023-01-27	2023-01-27	70%	
2023	Jan	28	11:00	Room 128	Training	1.5h	1	Low	Not Started	Customer service	KK. Purple	2023-01-28	2023-01-28	0%	
2023	Jan	29	12:00	Room 129	Review	30m	1	High	Completed	Year-end review	LL. Orange	2023-01-29	2023-01-29	100%	
2023	Jan	30	13:00	Room 130	Workshop	2h	1	Medium	In Progress	Next steps	MM. Green	2023-01-30	2023-01-30	85%	
2023	Jan	31	14:00	Room 131	Meeting	1h	1	High	Completed	Final meeting	NN. Blue	2023-01-31	2023-01-31	100%	