



# HR Planner & Calendar 2024





# Daily planner

Date

**Top 3 tasks**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Goal for today**

\_\_\_\_\_

**To do list**

\_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Water tracker**



**Notes**

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**Schedule**

6<sup>am</sup> \_\_\_\_\_

7<sup>am</sup> \_\_\_\_\_

8<sup>am</sup> \_\_\_\_\_

9<sup>am</sup> \_\_\_\_\_

10<sup>am</sup> \_\_\_\_\_

11<sup>am</sup> \_\_\_\_\_

12<sup>pm</sup> \_\_\_\_\_

1<sup>pm</sup> \_\_\_\_\_

2<sup>pm</sup> \_\_\_\_\_

3<sup>pm</sup> \_\_\_\_\_

4<sup>pm</sup> \_\_\_\_\_

5<sup>pm</sup> \_\_\_\_\_

6<sup>pm</sup> \_\_\_\_\_

7<sup>pm</sup> \_\_\_\_\_

8<sup>pm</sup> \_\_\_\_\_

# Surveys 2024

Highlight month(s) employee survey(s) will be carried out



## Company list

Your organisation will have other important days and events to keep track of - add them to the list and calendar! Here are some ideas to get you started...

- Employee monthly pay date
- Monthly payroll information cut-off date
- Employee birthdays and work anniversaries
- All-staff meetings
- Performance reviews
- Teambuilding events
- Christmas Party

Date	Event

# Weekly overview

Important

Reminders

Fits 3x3 post-it notes!

Tasks

Next week

Notes

# Weekly planner

Week of:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

# Monthly planner

Month:

Monday	Tuesday	Wednesday	Thursday

# Monthly planner

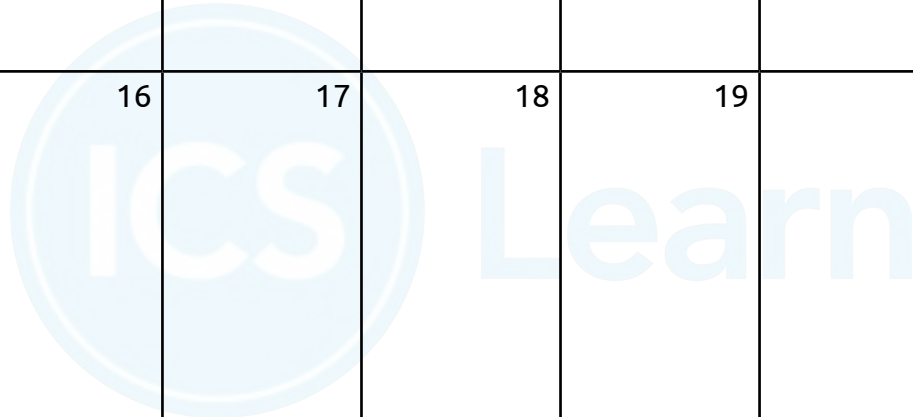
Month:

Friday	Saturday	Sunday	Notes



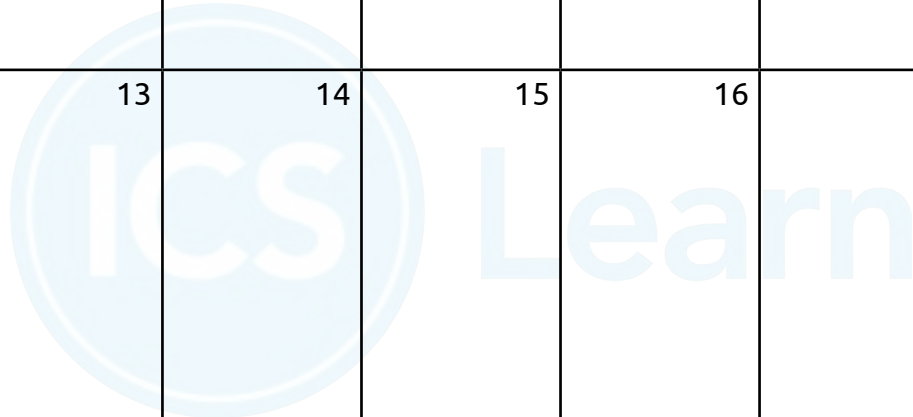
# January

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



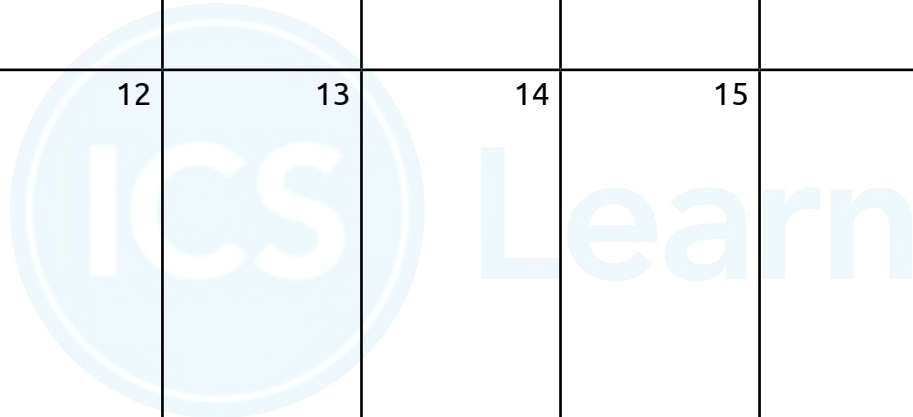
# February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			



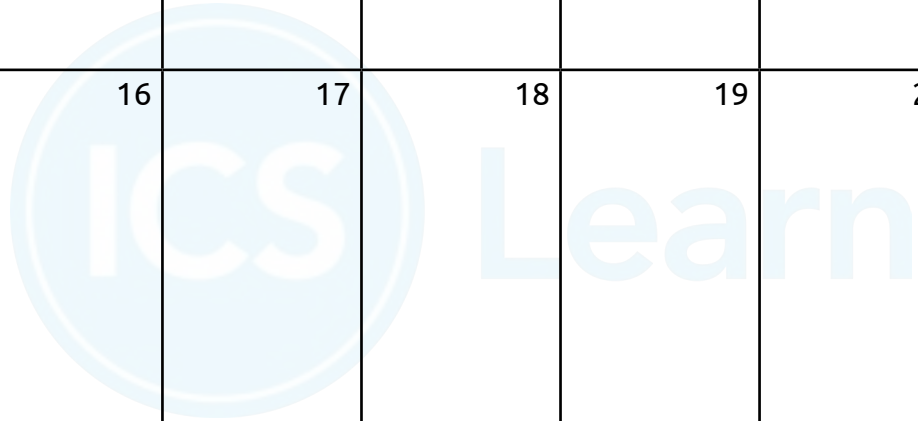
# March

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



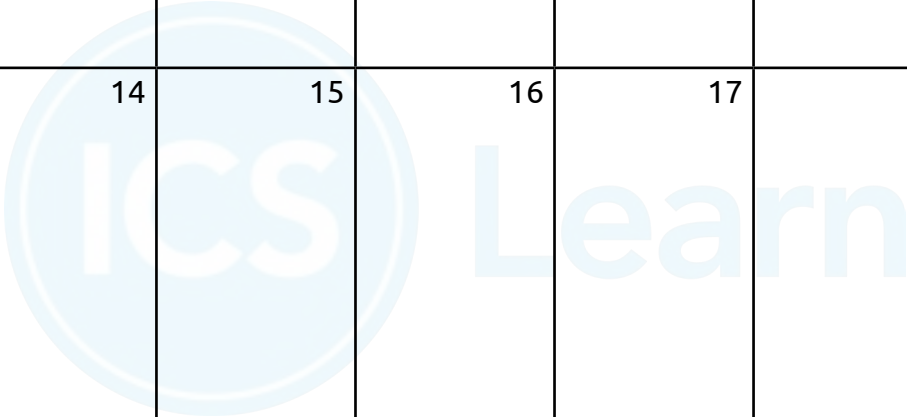
# April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



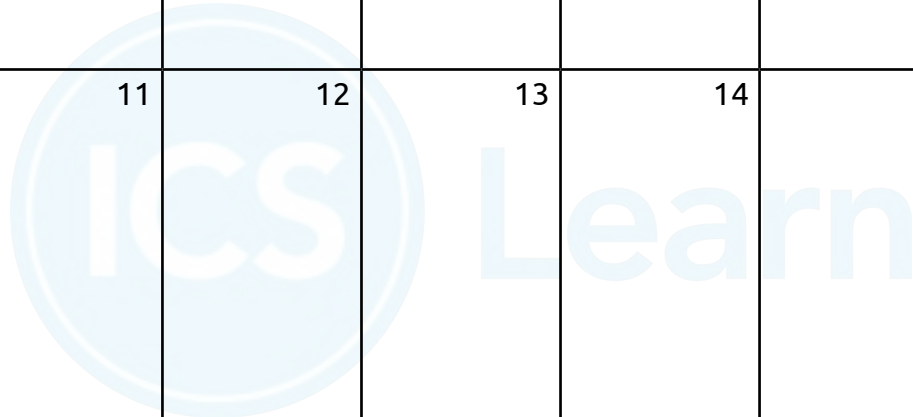
# May

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



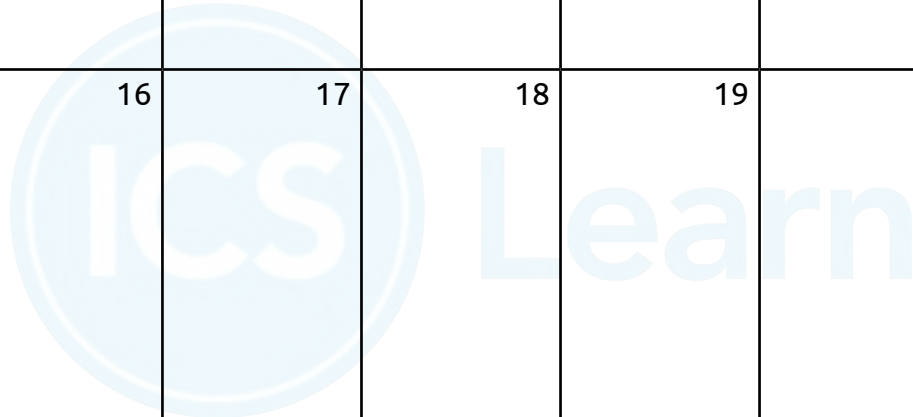
# June

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



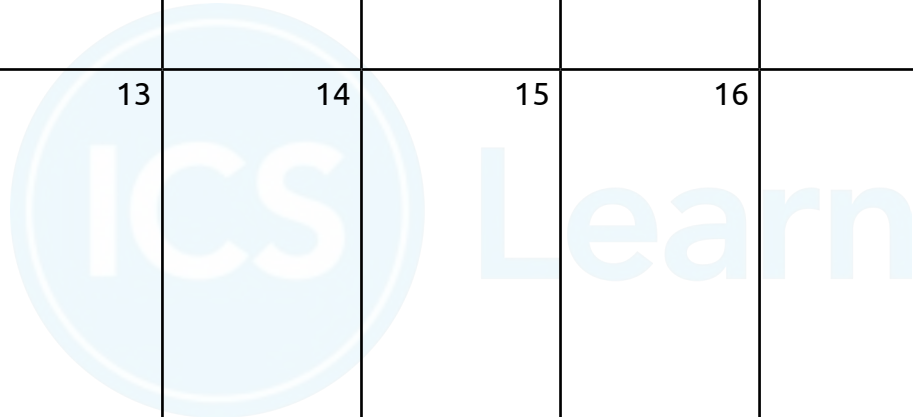
# July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



# August

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



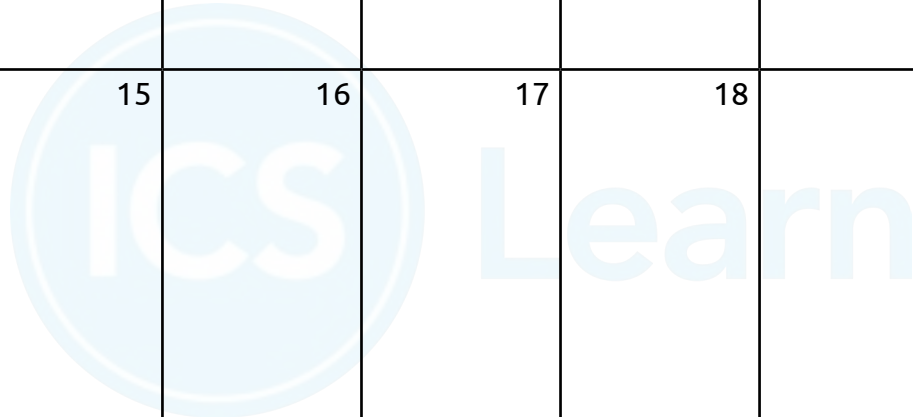


# September

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

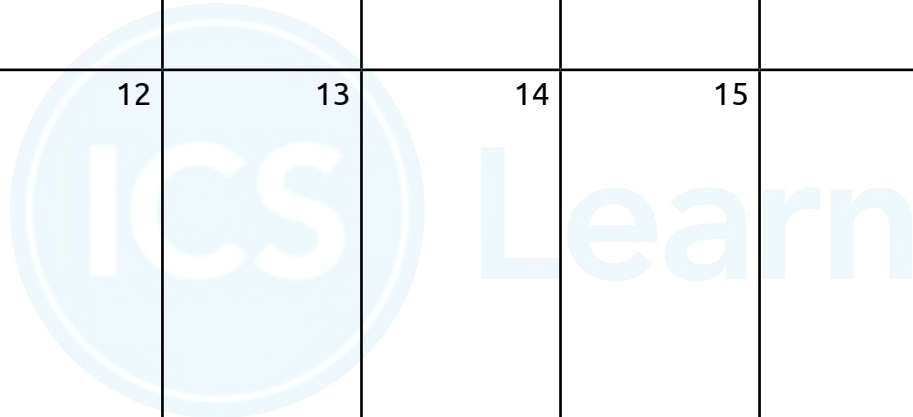
# October

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# November

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



# December

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					