

## Editorial Blog Calendar Instructions

To start the calendar, insert the day you wish to make your FIRST blog post in B3 >

**3/29/2021**

### General Instructions for Using this Tool:

1. Click File->Make a copy
2. Delete cell B3 and add the date
3. Avoid editing the calendar tab formulas.
4. Customize events on the "schedule" tab.
5. Add your own blog ideas



| *Do not edit columns A-C* |     |             | *Edit columns D-H to your heart's content! Any items added here will show up on your dashboard calendar* |                          |                          |                         |
|---------------------------|-----|-------------|--|--------------------------|--------------------------|-------------------------|
| Date                      | Day | Day of Week | Main Task  | Secondary Task 1         | Secondary Task 2         | Details/Notes           |
| 3/29/2021                 | 1   | Monday      | Main task  | secondary task 1 example | secondary task 2 example | details / notes example |
| 3/30/2021                 | 2   | Tuesday     | Main task  |                          |                          |                         |
| 3/31/2021                 | 3   | Wednesday   | Main task  |                          |                          |                         |
| 4/1/2021                  | 4   | Thursday    | Main task  |                          |                          |                         |
| 4/2/2021                  | 5   | Friday      | Main task  |                          |                          |                         |
| 4/3/2021                  | 6   | Saturday    | Main task  |                          |                          |                         |
| 4/4/2021                  | 7   | Sunday      | Main task  |                          |                          |                         |
| 4/5/2021                  | 8   | Monday      | Main task  |                          |                          |                         |
| 4/6/2021                  | 9   | Tuesday     | Main task  |                          |                          |                         |
| 4/7/2021                  | 10  | Wednesday   | Main task  |                          |                          |                         |
| 4/8/2021                  | 11  | Thursday    | Main task  |                          |                          |                         |
| 4/9/2021                  | 12  | Friday      | Main task  |                          |                          |                         |
| 4/10/2021                 | 13  | Saturday    | Main task  |                          |                          |                         |
| 4/11/2021                 | 14  | Sunday      | Main task  |                          |                          |                         |
| 4/12/2021                 | 15  | Monday      | Main task  |                          |                          |                         |
| 4/13/2021                 | 16  | Tuesday     | Main task  |                          |                          |                         |
| 4/14/2021                 | 17  | Wednesday   | Main task  |                          |                          |                         |
| 4/15/2021                 | 18  | Thursday    | Main task  |                          |                          |                         |
| 4/16/2021                 | 19  | Friday      | Main task  |                          |                          |                         |
| 4/17/2021                 | 20  | Saturday    | Main task  |                          |                          |                         |
| 4/18/2021                 | 21  | Sunday      | Main task  |                          |                          |                         |
| 4/19/2021                 | 22  | Monday      | Main task  |                          |                          |                         |
| 4/20/2021                 | 23  | Tuesday     | Main task  |                          |                          |                         |
| 4/21/2021                 | 24  | Wednesday   | Main task  |                          |                          |                         |
| 4/22/2021                 | 25  | Thursday    | Main task  |                          |                          |                         |
| 4/23/2021                 | 26  | Friday      | Main task  |                          |                          |                         |
| 4/24/2021                 | 27  | Saturday    | Main task  |                          |                          |                         |
| 4/25/2021                 | 28  | Sunday      | Main task  |                          |                          |                         |
| 4/26/2021                 | 29  | Monday      | Main task  |                          |                          |                         |
| 4/27/2021                 | 30  | Tuesday     | Main task  |                          |                          |                         |
| 4/28/2021                 | 31  | Wednesday   | Main task  |                          |                          |                         |
| 4/29/2021                 | 32  | Thursday    | Main task  |                          |                          |                         |
| 4/30/2021                 | 33  | Friday      | Main task  |                          |                          |                         |
| 5/1/2021                  | 34  | Saturday    | Main task  |                          |                          |                         |
| 5/2/2021                  | 35  | Sunday      | Main task  |                          |                          |                         |
| 5/3/2021                  | 36  | Monday      | Main task  |                          |                          |                         |
| 5/4/2021                  | 37  | Tuesday     | Main task  |                          |                          |                         |
| 5/5/2021                  | 38  | Wednesday   | Main task  |                          |                          |                         |
| 5/6/2021                  | 39  | Thursday    | Main task  |                          |                          |                         |
| 5/7/2021                  | 40  | Friday      | Main task  |                          |                          |                         |
| 5/8/2021                  | 41  | Saturday    | Main task  |                          |                          |                         |
| 5/9/2021                  | 42  | Sunday      | Main task  |                          |                          |                         |
| 5/10/2021                 | 43  | Monday      | Main task  |                          |                          |                         |
| 5/11/2021                 | 44  | Tuesday     | Main task  |                          |                          |                         |
| 5/12/2021                 | 45  | Wednesday   | Main task  |                          |                          |                         |
| 5/13/2021                 | 46  | Thursday    | Main task  |                          |                          |                         |
| 5/14/2021                 | 47  | Friday      | Main task  |                          |                          |                         |
| 5/15/2021                 | 48  | Saturday    | Main task  |                          |                          |                         |
| 5/16/2021                 | 49  | Sunday      | Main task  |                          |                          |                         |
| 5/17/2021                 | 50  | Monday      | Main task  |                          |                          |                         |
| 5/18/2021                 | 51  | Tuesday     | Main task  |                          |                          |                         |
| 5/19/2021                 | 52  | Wednesday   | Main task  |                          |                          |                         |
| 5/20/2021                 | 53  | Thursday    | Main task  |                          |                          |                         |
| 5/21/2021                 | 54  | Friday      | Main task  |                          |                          |                         |
| 5/22/2021                 | 55  | Saturday    | Main task  |                          |                          |                         |
| 5/23/2021                 | 56  | Sunday      | Main task  |                          |                          |                         |
| 5/24/2021                 | 57  | Monday      | Main task  |                          |                          |                         |
| 5/25/2021                 | 58  | Tuesday     | Main task  |                          |                          |                         |
| 5/26/2021                 | 59  | Wednesday   | Main task  |                          |                          |                         |
| 5/27/2021                 | 60  | Thursday    | Main task  |                          |                          |                         |
| 5/28/2021                 | 61  | Friday      | Main task  |                          |                          |                         |
| 5/29/2021                 | 62  | Saturday    | Main task  |                          |                          |                         |
| 5/30/2021                 | 63  | Sunday      | Main task  |                          |                          |                         |
| 5/31/2021                 | 64  | Monday      | Main task  |                          |                          |                         |
| 6/1/2021                  | 65  | Tuesday     | Main task  |                          |                          |                         |
| 6/2/2021                  | 66  | Wednesday   | Main task  |                          |                          |                         |
| 6/3/2021                  | 67  | Thursday    | Main task  |                          |                          |                         |
| 6/4/2021                  | 68  | Friday      | Main task  |                          |                          |                         |
| 6/5/2021                  | 69  | Saturday    | Main task  |                          |                          |                         |
| 6/6/2021                  | 70  | Sunday      | Main task  |                          |                          |                         |
| 6/7/2021                  | 71  | Monday      | Main task  |                          |                          |                         |
| 6/8/2021                  | 72  | Tuesday     | Main task  |                          |                          |                         |
| 6/9/2021                  | 73  | Wednesday   | Main task  |                          |                          |                         |
| 6/10/2021                 | 74  | Thursday    | Main task  |                          |                          |                         |
| 6/11/2021                 | 75  | Friday      | Main task  |                          |                          |                         |
| 6/12/2021                 | 76  | Saturday    | Main task  |                          |                          |                         |
| 6/13/2021                 | 77  | Sunday      | Main task  |                          |                          |                         |
| 6/14/2021                 | 78  | Monday      | Main task  |                          |                          |                         |
| 6/15/2021                 | 79  | Tuesday     | Main task  |                          |                          |                         |
| 6/16/2021                 | 80  | Wednesday   | Main task  |                          |                          |                         |
| 6/17/2021                 | 81  | Thursday    | Main task  |                          |                          |                         |
| 6/18/2021                 | 82  | Friday      | Main task  |                          |                          |                         |
| 6/19/2021                 | 83  | Saturday    | Main task  |                          |                          |                         |
| 6/20/2021                 | 84  | Sunday      | Main task  |                          |                          |                         |
| 6/21/2021                 | 85  | Monday      | Main task  |                          |                          |                         |
| 6/22/2021                 | 86  | Tuesday     | Main task  |                          |                          |                         |
| 6/23/2021                 | 87  | Wednesday   | Main task  |                          |                          |                         |
| 6/24/2021                 | 88  | Thursday    | Main task  |                          |                          |                         |
| 6/25/2021                 | 89  | Friday      | Main task  |                          |                          |                         |
| 6/26/2021                 | 90  | Saturday    | Main task  |                          |                          |                         |















