

Year	Month	Day	Time	Location	Activity	Duration	Frequency	Priority	Status	Notes	Responsible	Start Date	End Date	Progress	Comments
2023	Jan	01	08:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-01	2023-01-01	100%	
2023	Jan	02	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-02	2023-01-02	50%	
2023	Jan	03	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-03	2023-01-03	100%	
2023	Jan	04	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-04	2023-01-04	50%	
2023	Jan	05	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-05	2023-01-05	100%	
2023	Jan	06	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-06	2023-01-06	50%	
2023	Jan	07	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-07	2023-01-07	100%	
2023	Jan	08	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-08	2023-01-08	50%	
2023	Jan	09	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-09	2023-01-09	100%	
2023	Jan	10	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-10	2023-01-10	50%	
2023	Jan	11	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-11	2023-01-11	100%	
2023	Jan	12	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-12	2023-01-12	50%	
2023	Jan	13	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-13	2023-01-13	100%	
2023	Jan	14	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-14	2023-01-14	50%	
2023	Jan	15	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-15	2023-01-15	100%	
2023	Jan	16	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-16	2023-01-16	50%	
2023	Jan	17	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-17	2023-01-17	100%	
2023	Jan	18	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-18	2023-01-18	50%	
2023	Jan	19	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-19	2023-01-19	100%	
2023	Jan	20	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-20	2023-01-20	50%	
2023	Jan	21	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-21	2023-01-21	100%	
2023	Jan	22	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-22	2023-01-22	50%	
2023	Jan	23	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-23	2023-01-23	100%	
2023	Jan	24	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-24	2023-01-24	50%	
2023	Jan	25	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-25	2023-01-25	100%	
2023	Jan	26	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-26	2023-01-26	50%	
2023	Jan	27	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-27	2023-01-27	100%	
2023	Jan	28	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-28	2023-01-28	50%	
2023	Jan	29	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-29	2023-01-29	100%	
2023	Jan	30	09:00	Office	Work	8h	Daily	Medium	In Progress	Develop new feature	Jane	2023-01-30	2023-01-30	50%	
2023	Jan	31	10:00	Office	Meeting	1h	Weekly	High	Completed	Review Q4 performance	John	2023-01-31	2023-01-31	100%	