

Calendars

Calendar, both digital or print, display the dates, months, and the respective holidays and observances around countries nationwide for that particular year. It is a useful item that everyone will be looking for when they need a reminder on what day goes with which date.



Calendar Definition & Meaning

A calendar is a printed or electronic representation of a year's conventional split into months, weeks, and days.

That means that it is used by anyone who would want to check on the eventful dates or holidays so they could plot their tasks or activities ahead.

What Is a Calendar?

Calendars are printed tables that display the whole year's days, weeks, and months. They also include a list of events and dates within a certain year that are significant for an organization or the people participating in a specific activity. A calendar would be beneficial for verifying dates for people who need to schedule their days around these specific events.

Types of Calendar

Budget Calendar

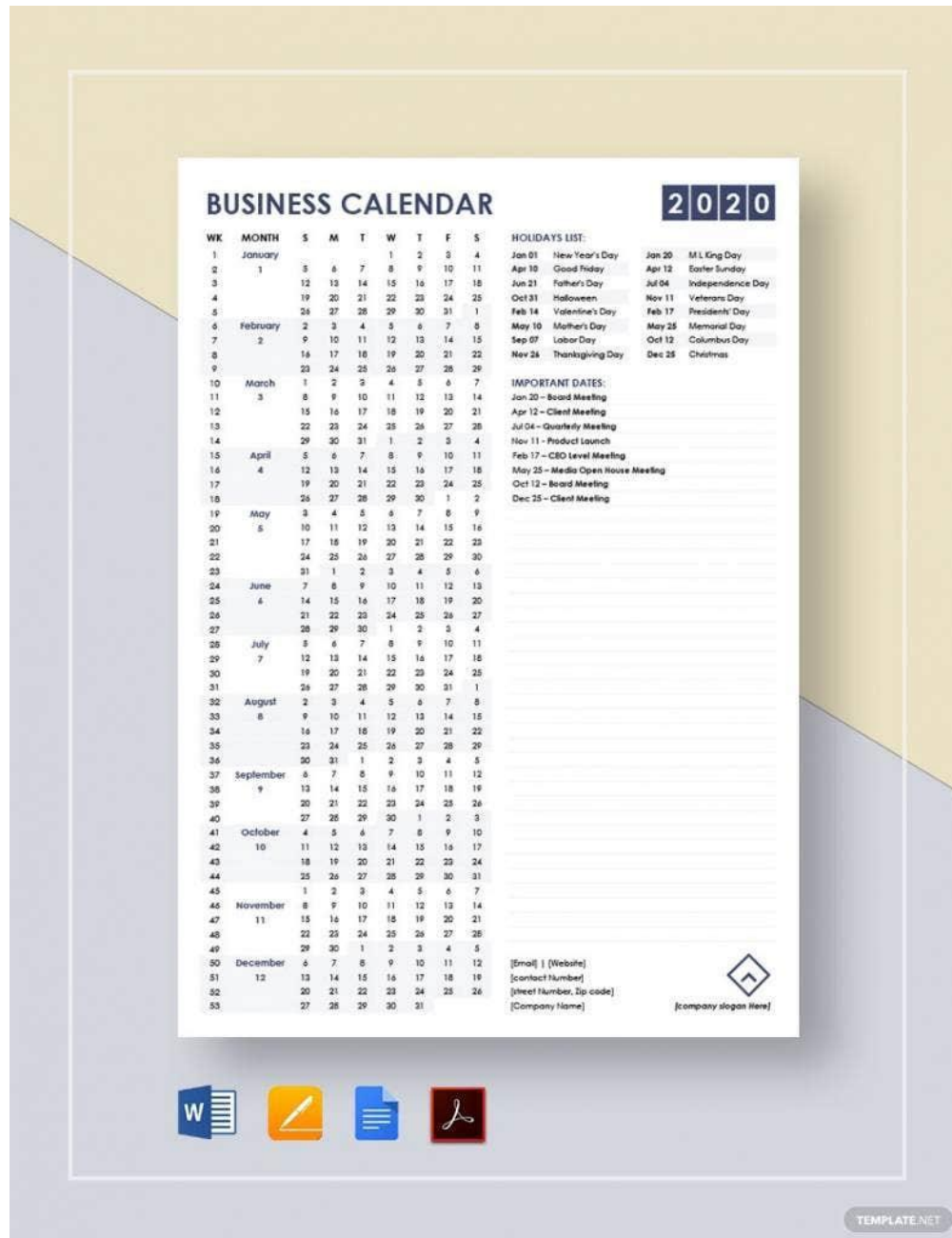
A [budget calendar](#) is a list of tasks that helps to plan and accomplish activities in order to construct and develop a budget. Budget calendars are required for large enterprises to create complicated budgets. Making use of an available template for the budget calendar helps to keep track of everyday spending.

MONTHLY BUDGET CALENDAR							Jun-2025	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Summary	
11	1	2	3	4	5	6	Description	Amount
	Rent \$1,000	Elec. \$150	Gro. \$500	Fruits \$200	Water \$100	Picnic \$500	Rent	\$1,000.00
			Veg. \$250			Food \$150	Bills	\$370.00
7	8	9	10	11	12	13	Groceries	\$680.00
Dairy \$120	Inter. \$200	Tax \$20	Cloth \$120	Veg. \$180	Fruits \$150	out \$250	Veggies & Fruit	\$1,240.00
		Inc. \$35					Dairy	\$120.00
14	15	16	17	18	19	20	Day Care	\$150.00
	Bill \$120	Dish \$120	Fruits \$100	Car \$200	Daycar. \$150		Outing/Holiday	\$1,750.00
		Veg. \$120					Food	\$150.00
21	22	23	24	25	26	27	Veh. Insurance	\$25.00
Holiday \$1,000					Fruits \$120	Gro. \$180	Internet & Dish	\$320
					Veg. \$120		Personal care	\$120.00
28	29	30	31	1	2	3	Car main.	\$200.00
Maxg. \$120							Clothing	\$120.00
							Tax	\$20.00
							Actual Total	\$6,265.00
							Budget Total	\$5,000.00
							Balance	-\$1,265.00



Business Calendar

A **business calendar** is a management and communication tool that aids in team organization and efficiency. Since business calendars serve a diverse purpose, they contain a variety of features and functionalities. By utilizing all of the layouts and capabilities available in today's current software, you may build cooperation with a digital business calendar.



Desk Calendar

Desk calendars help you stay organized and stay on top of crucial deadlines. People usually keep these calendars on their desks for convenient access while going about their daily activities. These calendars are ideal for business workstations whether at work or at home. It may be used to emphasize future deadlines as well as a daily planner.



HR Calendar

An [hr calendar](#) is a list of significant dates that the HR department should be aware of. Vacations, holidays, events, deadlines, and other critical dates pertaining to the human resources department can all be included. The HR calendar saves all data submitted by managers and employees and adds relevant dates from accounts and leaves the monitoring on the screen on its own.



Academic Calendar

An [academic calendar](#) is a timetable of all the activities that take place during the academic year. Exam dates, spring break or reading week, and the end day of the semester are examples of such occurrences. It can also be beneficial to prospective students, alumni, and parents. Each educational institution develops its very own academic calendar with certain dates.

SCHOOL ACADEMIC CALENDAR

School Name: [San Marino high school] Location: [2701 Huntington Dr., San Marino, CA 91108, USA]
School Slogan: [Learning Today For A Better Tomorrow] Academic Year: [2020-2021]

JULY - 2020

S		5	12	19	26
M		6	13	20	27
T		7	14	21	28
W	1	8	15	22	29
T	2	9	16	23	30
F	3	10	17	24	31
S	4	11	18	25	

HOLIDAYS AND EVENTS LIST





July 4	Independence Day
July 8	Summer Event
July 21	School Event

AUGUST - 2020

S		2	9	16	23	30
M		3	10	17	24	31
T		4	11	18	25	
W		5	12	19	26	
T		6	13	20	27	
F		7	14	21	28	
S	1	8	15	22	29	

HOLIDAYS AND EVENTS LIST

Aug 15	Picnic
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Accounting Calendar

The [accounting calendar](#) specifies the beginning and end dates of your fiscal year, as well as the time periods within that calendar, as well as the specific dates for each time period. These set intervals, also known as enterprise periods, are used by your sales application for a variety of objectives. Typically, the accounting period corresponds to the Gregorian calendar year, which runs from January 1 to December 31. This natural sequence of months is followed by the accounting period.



A **marketing calendar** is a list of all marketing activities planned for the near future. A marketing calendar is normally created for a quarter or year, but it must be updated when new marketing activities or campaigns are added. Marketing calendars aid in the alignment of your growth, sales, and marketing initiatives for optimal success.

[XYZ Company]

113 Pearl Avenue, Herndon, VA 20176, 11-202-555-0177, www.xyzcompany.com

ANNUAL MARKETING CALENDAR

Months / Weeks	January				February				March				April				May				June				
	1	8	15	22	29	5	12	19	26	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17
Advertising																									
Direct Mail	✓																								
Minister Mailer						✓	✓							✓									✓		
Brochures and Collateral	✓		✓							✓				✓							✓				
Radio and TV		✓	✓							✓	✓			✓						✓				✓	✓
Indoor and Outdoor Signage																									
Online Advertising																									
E-Mail Blast																									
New Website Messaging																									
Develop Mobile Website																									
Update Online Directory Listings																									
Social Media Post																									
Blog Article/Post																									
Pay Per Click Ads																									
Podcast																									
Public Relations																									
Special Events and Sponsorships																									
Presentations and Trade Shows																									
Press Release																									
Research																									
Customer Survey																									
Advertising Effectiveness																									

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Monthly Calendar

A [monthly calendar](#) is a period from one month's date to the following month's date, for example, from April 4th to May 4th. The amount of time between the same day of one month to the same date of the following month, which might be 28, 29, 30, or 31 days long during a leap year. For example, the period from January 21st to February 20th.



A **staff calendar** is a timetable for a specified period of time that includes personnel names and shift times. Employers use these schedules to allot hours to each of their employees and to provide everyone with a reference sheet for shift timings. A staff calendar guarantees that you accomplish your tasks on schedule. There will be occasions when you finish early or must work overtime. A constant work schedule, on the other hand, motivates workers to complete their tasks successfully and efficiently.



Yearly Calendar

A [yearly calendar](#) is a depiction of the year that either expires with the year shown or must be changed annually to be current. In two cases, the phrase has different but related meanings. The first is for static synchronic calendars like wall calendars or calendar systems. The yearly calendar is based on the Gregorian calendar which is what is mostly used around the world.



Calendar Uses, Purpose, Importance

Calendars may help you keep track of impending meetings, deadlines, and milestones. They can aid in the visualization of your calendar and serve as a reminder of crucial occasions such as holidays and vacation time. To utilize and maximize the use of calendars, you should know their purpose and importance as well.

Student Studies

Rather than pulling an all-nighter composing papers or memorizing notecards, knowing and planning for these study periods can put you up for academic success. Breaking up your education into 30-minute periods will help you recall information and reduce unpleasant studying. In reality, brief, regular study times produce greater benefits than large, infrequent ones.

Productivity

Calendars help you be more productive, and utilizing one helps you create routines in your days. In fact, some people plan their lists in their calendars. This technique of working guarantees that key tasks are not overlooked and that everything that has to be done is completed.

Prioritizing

You may rush around doing things in no particular sequence if you do not prioritize what has to be done each day. However, what might result from such a hectic work day is the need to redo duties later since they were completed out of sequence. This, in turn, has an impact on productivity. When you have to redo some of your tasks, you do less of them that day.

Time Management

Calendars are useful for scheduling time to relax every now and again. Some employees, students, or home mates get so concentrated on their tasks that they forget to take breaks if they are not scheduled. That may appear ridiculous or too regimented, yet it may be important for your performance and efficiency.

What's In A Calendar? Parts?

The Month

The calendar would often start off with the month and appropriately typed or written in all capitalized letters to draw the attention of the viewers right from the first glance. Sometimes it is also a different color to set it apart from the rest of the layout.

Day of the Week

While the month of the calendar indicates the specific 12 months, the day of the week respectively labels each section. The 7 days of the week usually start with Sunday and they are often in a different color from the weekdays or Saturdays.

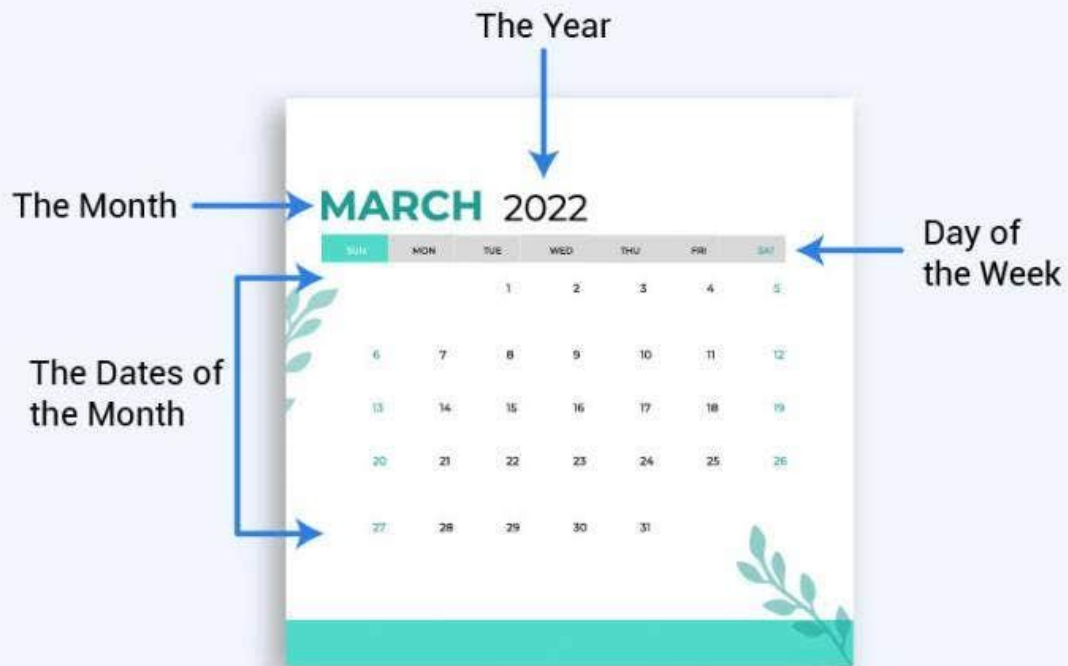
The Dates of the Month

A common layout of the calendar would display all the numbered dates of the month in their designated placement for the day of the week.

The Year

Since calendars are not the same for all years, stating the specific year is necessary as it also sets the allocated date for the week and month.

Calendar Anatomy



How To Design A Calendar?

1. Choose a [Calendar Size](#)
2. Determine the purpose of your calendar
3. Select a [Calendar Template](#)
4. Pick out a font and color scheme
5. Adjust the dates accordingly

6. Publish or print your work

You can also refer to these other articles on how to make calendars in other file formats:

- [10+ Kindergarten Calendars in Google Docs | Google Sheets | MS Excel | MS Word | Numbers | Pages | Editable PDF](#)
- [7+ The Basics of Creating Customized Business Calendars](#)



Calendar vs Reminders

A calendar is frequently used for tasks that require to be completed within a certain time frame such as work schedules, attending meetings, submitting deadlines, etc.

Reminders are a list of tasks that you may urgently need to complete but have no specific time frame such as picking items for groceries, chores around the house, and other personal matters.

What's the Difference Between a Calendar, Agenda, Schedule?

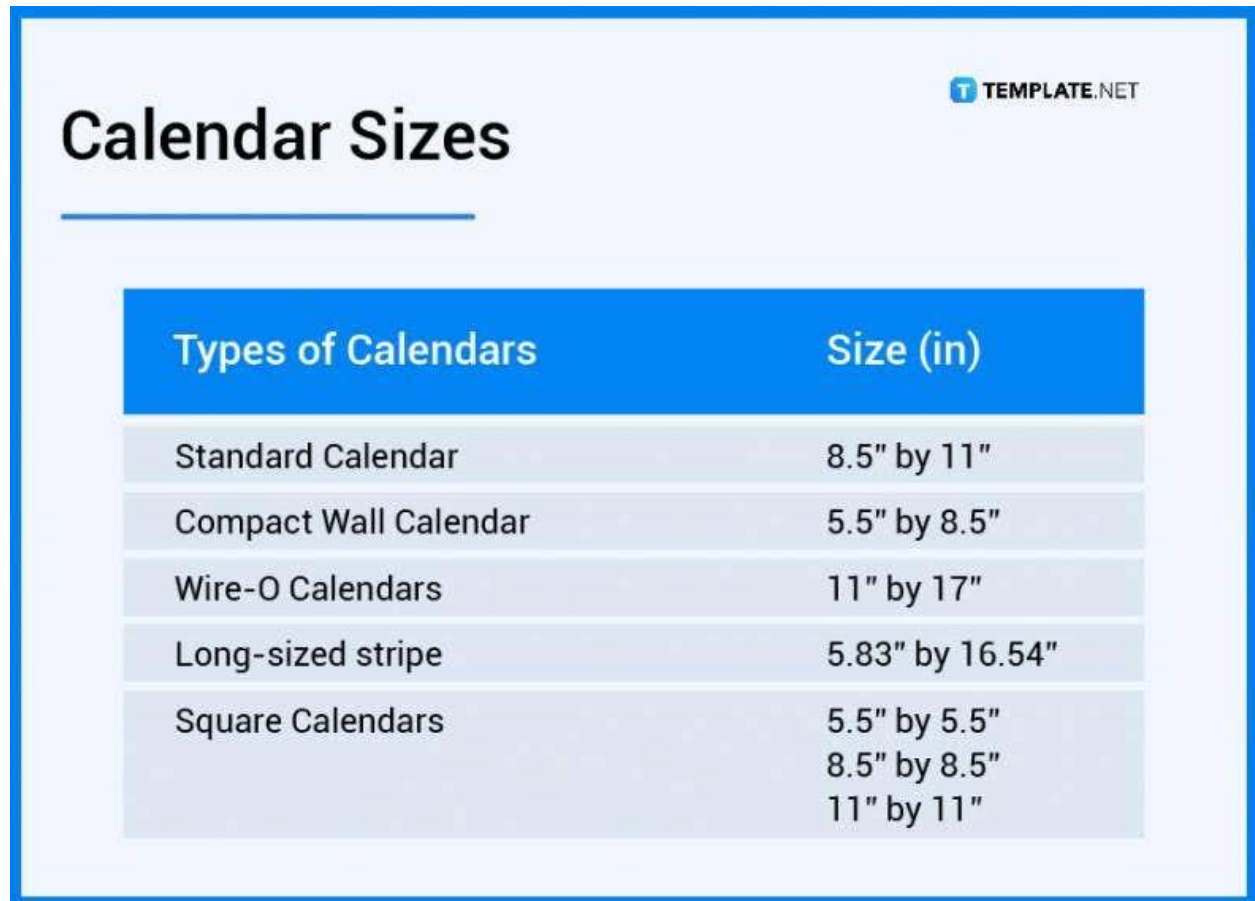
A calendar is a sheet or group of pages that displays the days, weeks, and months of a certain year, often one that is hung on a wall.

Agendas of staff meetings are a list or outline of topics to be discussed or done.

A schedule is a timetable about when things will happen or events will occur.

Calendar Sizes

There are two well-known or common sizes for a calendar, one of which is the standard size of 8.5" by 11" and the other is 5.5" by 8.5" for a more compact and wall calendar. For other options of [calendar sizes](#), you can check out the curated list below.



Types of Calendars	Size (in)
Standard Calendar	8.5" by 11"
Compact Wall Calendar	5.5" by 8.5"
Wire-O Calendars	11" by 17"
Long-sized stripe	5.83" by 16.54"
Square Calendars	5.5" by 5.5" 8.5" by 8.5" 11" by 11"

Calendar Ideas & Examples

If you are in need of ideas on how to format or layout your calendar, you can check out the provided collection of [calendar ideas](#) on this site. You may find inspiration and persuasion to select a design that suits your preference.

- Yearly Calendar Ideas and Examples
- Unique Ideas for Advent Calendar examples
- New year Calendar ideas and Examples
- Ideas for social media content calendar with Examples

- Journal Calendar layout Ideas and Examples
- Weekly Calendar making Ideas and Examples
- Photo Calendar ideas and Examples
- Summer Activity Calendar Ideas and Examples
- Ideas and Examples for HR calendar

FAQs

How to make a calendar?

To easily make a calendar, you can check out the templates provided on this site and edit them.

What is an advent calendar?

An advent calendar counts down the days before Christmas by revealing a little object or devotional word on each day.

How to make a calendar in excel?

To construct the calendar, under the Tools menu, navigate to Macro, then Macros, then CalendarMaker, and finally run.

What should be included in a company calendar?

Items you should include are downtime, date-specific appointments, time-specific deadlines, and monthly themes.

What is a business calendar?

Business calendars are frequently cloud-based digital calendars that allow for sharing, automatic notifications, task management, and other features.

How to design a calendar in word?

Open Microsoft Word and, on the left-hand side, pick the “New” option, then type “Calendar” into the online templates search box.

What is a social media calendar? Why is it important?

Social media calendars serve as a blueprint for what your company intends to distribute and promote across all marketing platforms.

How to Build a Content Calendar?

A content calendar comprises future articles, status updates, planned promotional activities, collaborations, and content updates.

What does a calendar show?

A calendar is a chart or gadget that displays the date and day of the week, as well as the entire year divided into months, weeks, and days.

What does the term calendar year mean?

The calendar year is the time of a year that begins and ends with the dates that are commonly considered as marking the beginning and conclusion of a numerical year.

What is the calendar based on?

The Gregorian calendar is based on a 365-day common year divided into 12 irregularly lengthened months.

What can I customize directly on the calendar page?

You can customize almost any part of the calendar templates offered on this website, feel free to explore your options.

What information can be displayed in the calendar?

Other than the usual parts of the calendar, you can add notes to give details on what will be occurring on the following day.

What is the At-A-Glance Calendar?

At-A-Glance calendars with maximum writing area allow you to integrate meetings and business reminders into each day.