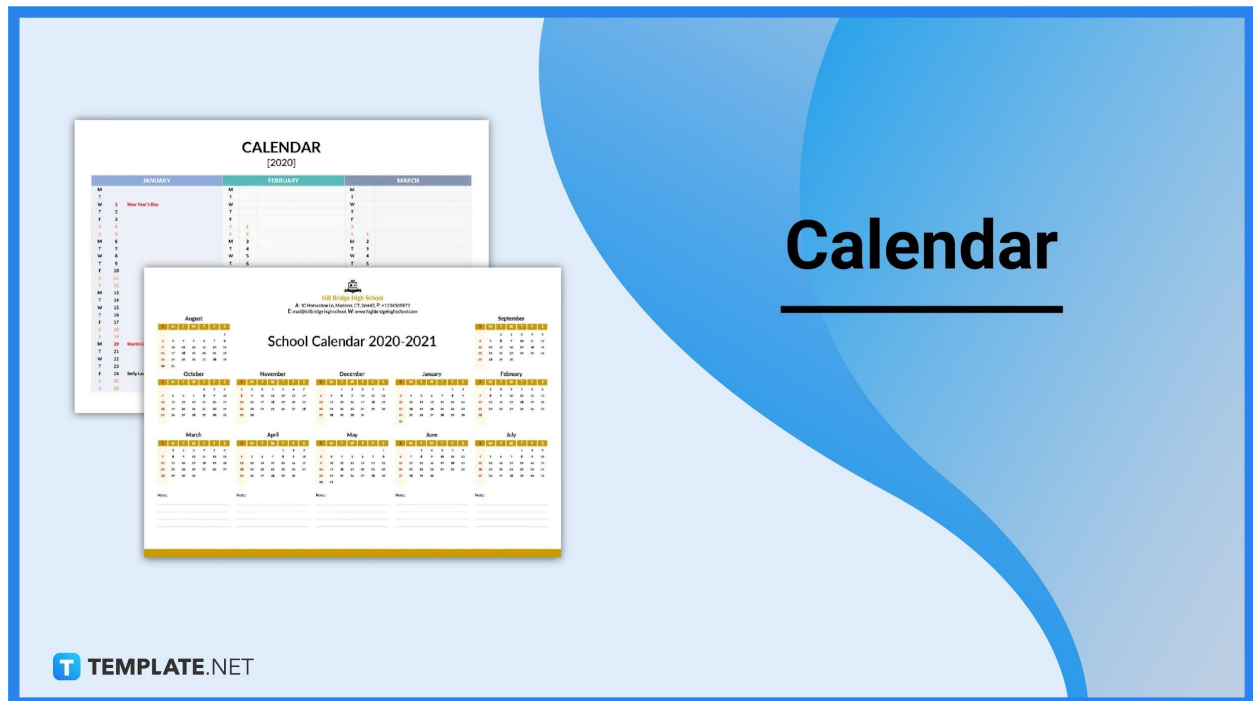


Calendar

Calendars are timekeeping tools that are said to have been used since the Bronze Age several centuries ago to foretell events. It is a useful tool that has continuously helped people in plotting schedules, reminding them of what day or month it is, and more importantly, keeping everyone updated with daily activities.



Calendar Definition & Meaning

A calendar is a series of pages or a single chart that contains the months of the year, weeks, and days.

A calendar is a timetable used for scheduling activities on a daily, weekly, or monthly basis and typically includes local and national holidays.

What Is a Calendar?

Calendars consist of 12 months which are January, February, March, April, May, June, July, August, September, October, November, and December, and their corresponding dates or days of the week.

Ancient civilizations have been using calendars to allow them to predict the future, and schedule important events like harvesting and other agricultural and cultural activities. Over the years, calendars

have evolved in shapes and sizes but their main purpose remains the same which is to tell what date it is and keep everyone organized and keep track of activities.

10 Types of Calendars

Budget Calendars

[Budget calendars](#) are for business or personal use that records incoming funds, and track payment amounts and dates which are essential tools for accounting and finance. To make sure that finances are closely monitored then it is important to invest one's time into preparing a budget calendar. Not only that but discrepancies and errors are also bound to be recorded thus making it easier to address these issues.

Budget Calendar

Final Summary

Description	Amount
Income	\$6,000
Expenses	\$4,675
Budget	\$4,500
Balance	\$2,325

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 Groc \$250 Rent \$800	2 Veg. \$150	3 Dairy \$150	4 Fruits \$110	5 Repair \$110 Laun. \$75	6 Res. \$250
7 Out \$100	8	9 Elec. \$100	10 Sew. \$80 Water \$100	11 Gas \$50	12 Bill \$500	13
14 Picnic \$500	15	16 Inc. \$250 Tax \$50	17 Fur. \$100	18 Veg. \$150	19 Car \$150 Fruits \$50	20
21 Ent. \$150	22	23 Food \$150	24	25 Cin. \$150	26	27 Out \$150
28	29	30	1	2	3	4



Marketing Calendars

Calendars are quite useful for those working in the marketing department. A [marketing calendar](#) is an essential tool for planning and organizing all sorts of marketing activities. It helps record planned activities, take note of future events and ensure that everything is covered within the given period.

2024 MARKETING CALENDAR

	Key Dates	Conferences and Events
1 ST QUARTER	JANUARY	FEBRUARY
	<ul style="list-style-type: none"> 1: New Year's Day 14-27: Australian Open Tennis, Melbourne 26: Australia Day Back To School Sales Summer Sales Fitness Season Wedding Season 	<ul style="list-style-type: none"> 5: Chinese New Year 26: Click Frenzy 14: Valentine's Day Music Festival Season Wedding Season
	MARCH	<ul style="list-style-type: none"> 20-22: Social Media WA Summit, Perth 27-28: Digital Marketing Leaders Summit, Sydney
2 ND QUARTER	APRIL	MAY
	<ul style="list-style-type: none"> 7: Daylight Savings End 19-22: Easter 25: Anzac Day 	<ul style="list-style-type: none"> 12: Mother's Day
	JUNE	<ul style="list-style-type: none"> 7-10: Search Marketing Summit, Sydney 28-29: World Business Forum, Sydney 29-31: Retail Global, Gold Coast
3 RD QUARTER	JULY	AUGUST
	<ul style="list-style-type: none"> 1: Start of 2019 Financial Year Winter Sales 	<ul style="list-style-type: none"> Ski Season TBC: Afterpay Day
	SEPTEMBER	<ul style="list-style-type: none"> 21-22: DigiMarCon Australia, Sydney TBC: Health Marketing Summit, Sydney TBC: ADMA Global Forum, Sydney
4 TH QUARTER	OCTOBER	NOVEMBER
	<ul style="list-style-type: none"> 6: Daylight Savings Begins 7: Labour Day 7: Queen's Birthday (QLD) 31: Halloween Wedding Season TBC: Click Engage Convert Digital Marketing Conference, Melbourne 	<ul style="list-style-type: none"> 5: Melbourne Cup 29: Black Friday Wedding Season Christmas Season Pre Summer Sales TBC: Marketing Tech Symposium, Hunter Valley
	DECEMBER	<ul style="list-style-type: none"> 2: Cyber Monday 25: Christmas Day 26: Boxing Day 31: New Years Eve End Of Year & Boxing Day Sales Holiday Season begins Summer Cricket Wedding Season



Academic Calendars

Academic institutions such as universities, high schools, cram schools and etc. are always up and about making plans for the present and upcoming school year. With the help of an [academic calendar](#), they are able to organize class enrollments, tuition refunds, class and teacher schedules, deadlines, and many more. Calendars such as these are essential to help run these institutions so they are able to carefully plan their schedules.

Address:
Contact #
Email | Website

ACADEMIC CALENDAR



College Name

AUGUST 20							SEPTEMBER 20							OCTOBER 20							NOVEMBER 20									
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA			
						1	1	2	3	4	5	6				1	2	3	4				1	2	3	4	5	6	7	8
2	3	4	5	6	7	8	7	8	9	10	11	12	13	5	6	7	8	9	10	11		2	3	4	5	6	7	8		
9	10	11	12	13	14	15	14	15	16	17	18	19	20	12	13	14	15	16	17	18		9	10	11	12	13	14	15		
16	17	18	19	20	21	22	21	22	23	24	25	26	27	19	20	21	22	23	24	25		16	17	18	19	20	21	22		
23	24	25	26	27	28	29	28	29	30					26	27	28	29	30	31			23	24	25	26	27	28	29		
30	31																					30								

DECEMBER 20							JANUARY 21							FEBRUARY 21							MARCH 21							
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7				1	2	3	4	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14		5	6	7	8	9	10	11
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21		12	13	14	15	16	17	18
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28		19	20	21	22	23	24	25
28	29	30	31				25	26	27	28	29	30	31	22	23	24	25	26	27	28		26	27	28	29	30	31	

APRIL 21							MAY 21							JUNE 21							JULY 21							
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	
						1		1	2	3	4	5	6					1	2	3							1	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17		9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30			23	24	25	26	27	28	29
30																						30	31					



Desk Calendars

[Desk calendars](#) make popular giveaway items for Christmas, weddings, anniversaries, birthdays, and events. They come in an assortment of designs and at times are personalized with added images and details of a company or an event. Desk calendars, as their name suggests are handy tools that can be popped on top of a table or shelf.



School Calendars

A [school calendar](#) is specifically designed to incorporate upcoming academic activities and other school-related schedules. This would also include various holidays such as summer and holiday breaks. This tool is quite useful to not just teachers but to students and parents as well.



Hill bridge School
[Address, Phone Number, Email Address]

School Calendar

2021

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

May							June							July							August										
WK	S	M	T	W	T	F	WK	S	M	T	W	T	F	WK	S	M	T	W	T	F	WK	S	M	T	W	T	F				
21					1	2	27	1	2	3	4	5	6	32			1	2	3	4	37						1				
22	3	4	5	6	7	8	9	28	7	8	9	10	11	12	13	33	5	6	7	8	9	10	11	38	2	3	4	5	6	7	8
23	10	11	12	13	14	15	16	29	14	15	16	17	18	19	20	34	12	13	14	15	16	17	18	39	9	10	11	12	13	14	15
24	17	18	19	20	21	22	23	30	21	22	23	24	25	26	27	35	19	20	21	22	23	24	25	40	16	17	18	19	20	21	22
25	24	25	26	27	28	29	30	31	28	29	30				36	26	27	28	29	30	31	41	23	24	25	26	27	28	29		
26	31																						42	30	31						

September							October							November							December										
WK	S	M	T	W	T	F	WK	S	M	T	W	T	F	WK	S	M	T	W	T	F	WK	S	M	T	W	T	F				
43							48						1	2	3	53	1	2	3	4	5	6	7	58			1	2	3	4	5
44	6	7	8	9	10	11	12	49	4	5	6	7	8	9	10	54	8	9	10	11	12	13	14	59	6	7	8	9	10	11	12
45	13	14	15	16	17	18	19	50	11	12	13	14	15	16	17	55	15	16	17	18	19	20	21	60	13	14	15	16	17	18	19
46	20	21	22	23	24	25	26	51	18	19	20	21	22	23	24	56	22	23	24	25	26	27	28	61	20	21	22	23	24	25	26
47	27	28	29	30				52	25	26	27	28	29	30	31	57	29	30						62	27	28	29	30	31		

Holidays and Observations

Dt	Reason	Dt	Reason	Dt	Reason	Dt	Reason



Editable Calendars

[Editable calendars](#) are usually in digital format. This gives users free rein to customize the calendar's design by adding photos, notes, and other fancy graphics. What's good about editable calendars is that anyone can upload or store these online giving them unlimited access to edit and further customize.

CALENDAR

[2020]

JANUARY		FEBRUARY		MARCH	
M		M		M	
T		T		T	
W	1 New Year's Day	W		W	
T	2	T		T	
F	3	F		F	
S	4	S	1	S	1
S	5	S	2	S	2
M	6	M	3	M	3
T	7	T	4	T	4
W	8	W	5	W	5
T	9	T	6	T	6
F	10	F	7	F	7
S	11	S	8	S	8
S	12	S	9	S	9
M	13	M	10	M	10
T	14	T	11	T	11
W	15	W	12	W	12
T	16	T	13	T	13
F	17	F	14 Valentine's Day	F	14
S	18	S	15	S	15
S	19	S	16	S	16
M	20 Martin Luther King Day	M	17 Presidents' Day*	M	17
T	21	T	18	T	18
W	22	W	19	W	19
T	23	T	20	T	20
F	24 Belly Laugh Day	F	21	F	21
S	25	S	22	S	22
S	26	S	23	S	23



Restaurant Calendars

[Restaurant calendars](#) are great tools for those who are in the food service or restaurant business.

Scheduling reservations, taking note of deliveries from vendors and customers, and staff schedules are one of the main activities when running a restaurant. Thus a restaurant calendar is essential for managers and owners so they can organize their schedules on a daily, weekly, or monthly basis.

FEBRUARY 2021

MON	TUE	WED	THU	FRI	SAT	SUN
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

DATE	TIME	RESTAURANT EVENT	LOCATION
03-02-2021	7:00 PM	Singles Night	Street # 123, Hudson Ville, CA 98045
20-02-2021	8:00 PM	Theme Night	Street #45, amity Ville, Houston

Media Calendars

Media outlets, their staff, and those who run their own social media websites would also need to use a [media calendar](#) to organize their schedules. Posting in right content can be quite difficult since it must be interesting enough to attract the right audience. However, another essential matter to consider is the timing, this is why it is important to have calendars to ensure that the content gets published at the right time.

SOCIAL MEDIA CALENDAR

CHANNEL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Facebook- Morning Post	Photo From the Event over the Weekend	Post about Event tomorrow	Testimonial and Video	Fun Photo, Reminder			Funny Video
Facebook- Afternoon Post	Reminder to register for Friday's Event	Link to blog Post		Post About Event		Photo and Link to Recording of event	
Twitter- Morning Tweet	Tweet a Photo From the event	#charity-Highlight a Nonprofit Partner					
Twitter- Afternoon Tweet	Retweet	Fun Photo	Tweet about the blog post Link	#Event- Results		Behind the scenes photos	
Twitter- evening Tweet	Reminder to register Thursday event						
Pinterest	Pin an Infographic		Pin a Photo from behind the scenes at event				
LinkedIn Profile		Link to Blog Post	Post about event With link to registration	Link to event	Link to event with Good Question		
LinkedIn Page		Link to Blog Post		Link to event with good Question			
Instagram	Post a Picture of office shot with cool angle		Post a Photo			Photo and Link to Recording of event	Post a Photo of the event
Blog	Top 10 Nutrition Tips		Post Promoting the event		Post top 10 reasons to attend event		



Staff Calendars

One of the most important responsibilities of the HR department and department managers is to make sure that they have enough employees working on each shift. A [staff calendar](#) manages every employee's schedule from their scheduled leaves, work schedule, overtime, business trips, and even their birthdays. It is a basic tool that is common in every company however big or small.

STAFF ANNUAL CALENDAR - 2024

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

TOTAL WORKING DAYS	ATTENDANCE PERCENTAGE	TOTAL ACTIVE EMPLOYEES	TOTAL HIRED	TOTAL RESIGNED

HOLIDAYS	STAFF LEAVES	REMAINDERS	IMPORTANT NOTES															
Jan 1: New Year's Day Jan 6: Epiphany Feb 7: Super Bowl Feb 12: Chinese New Year Feb 14: Valentine's Day Mar 08: Evacuation Day Mar 28: March Equinox	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Category</th> <th>Leave Start</th> <th>Leave End</th> <th>No. of Leaves</th> </tr> </thead> <tbody> <tr> <td>John</td> <td>Leave</td> <td>11 Jan</td> <td>12 Jan</td> <td>2</td> </tr> <tr> <td>Michael</td> <td>Business Trip</td> <td>20 Mar</td> <td>24 Mar</td> <td>5</td> </tr> </tbody> </table>	Name	Category	Leave Start	Leave End	No. of Leaves	John	Leave	11 Jan	12 Jan	2	Michael	Business Trip	20 Mar	24 Mar	5	Board Meeting on Apr 12.	<div style="text-align: right;">  [Company Name] [Address, Phone Number, Email Address] </div>
Name	Category	Leave Start	Leave End	No. of Leaves														
John	Leave	11 Jan	12 Jan	2														
Michael	Business Trip	20 Mar	24 Mar	5														



Planning Calendars

[Planning calendars](#) are widely used by different organizations that engage in business planning whether on a yearly or quarterly basis. This calendar is basically a rundown of events, upcoming meetings or seminars, and other important occasions. A planning calendar is important because it helps management plan in advance, makes sure that there is no conflict in the schedules and more importantly the company is able to identify if they miss anything.

ANNUAL PLANNING CALENDAR 2021

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
MONDAY		01. Meeting	01						01. Meeting			01
TUESDAY		02	02			01. Event			02			02
WEDNESDAY		03	03			02			03	01		03
THURSDAY		04	04. Event	01		03	01		04	02		04
FRIDAY	01	05	05	02		04	02		05	03		05
SATURDAY	02. Meeting	06	06	03	01	05	03		06. Event	04	01. Event	06
SUNDAY	03	07	07	04	02	06	04	01	07	05	02	07
MONDAY	04	08. Event	08	05	03	07. Meeting	05. Meeting		08	06	03	08
TUESDAY	05	09	09	06	04	08	06	03	09	07	04	09
WEDNESDAY	06	10	10	07. Meeting	05	09	07	04	10	08	05	10
THURSDAY	07	11	11	08	06	10	08	05	11	09	06	11. Meeting
FRIDAY	08	12	12	09	07. Meeting	11	09	06	12	10	07	12
SATURDAY	09	13	13	10	08	12	10	07. Meeting	13	11. Meeting	08	13
SUNDAY	10	14. Event	14	11	09	13	11	08	14	12	09	14. Event
MONDAY	11. Meeting	15	15	12. Event	10	14	12. Event	09	15. Event	13	10	15
TUESDAY	12	16	16	13	11	15	13	10	16	14. Event	11	16
WEDNESDAY	13	17	17	14	12	16. Meeting	14	11	17	15	12	17
THURSDAY	14	18	18. Event	15	13	17	15	12	18	16	13	18
FRIDAY	15. Event	19	19	16	14	18	16	13	19	17	14. Event	19
SATURDAY	16	20	20	17	15	19	17	14	20	18	15	20
SUNDAY	17	21	21	18	16	20	18. Meeting	15	21	19	16	21
MONDAY	18	22	22	19	17. Event	21	19	16	22	20	17	22
TUESDAY	19	23	23	20	18	22	20	17. Event	23	21	18	23
WEDNESDAY	20	24	24	21	19	23	21	18	24	22	19	24. Event
THURSDAY	21	25. Meeting	25	22	20	24	22	19	25	23	20. Meeting	25
FRIDAY	22	26	26	23. Event	21	25	23	20	26. Meeting	24. Meeting	21	26
SATURDAY	23	27	27	24	22	26	24	21	27	25	22	27
SUNDAY	24	28	28	25	23	27	25	22	28	26	23	28
MONDAY	25	29	29	26	24	28. Meeting	26	23	29	27	24	29
TUESDAY	26	30	30	27	25	29	27	24. Event	30	28	25	30
WEDNESDAY	27		31. Event	28	26	30	28	25		29	26	31
THURSDAY	28. Meeting			29	27		29	26		30	27	
FRIDAY	29			30	28		30	27		31	28	
SATURDAY	30				29		31				29	
SUNDAY	31				30			29			30. Event	
MONDAY					31. Event			30				
TUESDAY								31				



Calendars Uses, Purposes, Importance

Society would be at a loss without calendars. It is used by practically everyone to identify the days, make plans, and anticipate future events. Individuals and organizations all around rely heavily on calendars to plan their everyday schedules which is why we will not be able to fully utilize time without calendars.

Making Plans

Calendars first and foremost are used to make plans for the future or basically plot what we need to do for the next week or months. Planning is essential as we go on with our daily activities as an individual or as part of an organization. With calendars, we plot our schedule and make sure we are able to accommodate each activity without conflict.

As a Reminder

It is human nature to forget, for example, we tend to forget a family member's birthday or the next doctor's appointment. With calendars, we have something visual to remind us when is Easter or Christmas Day or when the next monthly meeting would be. Also nowadays, calendars are editable and are available on most electronic devices and online applications and in printed format.

Set Priorities

As much as we want to accomplish everything all at once, such an endeavor is deemed impossible at times. With the help of a calendar, taking one task at a time will help accomplish these in no time. Plotting the schedules on a calendar according to the urgency and usefulness is how you set priorities.

Maintenance

Calendars are also used to maintain one's schedule. This helps identify if you are available on a certain day or should you need to reschedule an appointment. This rings true for companies that directly manage customer appointments, rescheduling, and cancellations.

Maximizes One's Tasks

Calendars are handy tools that help you maximize what you need to do during the day. You will be able to properly plot your schedule, and make sure you've got all your appointments and your to-do list covered

and basically, it helps you become more productive. And what's great about calendars nowadays is that its available on your phone and some apps have features that will remind you of your appointment.

What's in a Calendar? Parts?

Year

The year is usually located on the uppermost portion of a calendar.

Months

One of the most basic features of a calendar is the 12 months of the year which can be written in English or in any local language.

Dates and Days of the Weeks

Calendars are never complete without the dates and days of the week which are Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.

Holidays

Although not mandatory, some calendars feature local and national holidays.

Moon Phase

Another added yet optional calendar feature is the moon phases which foretell what phase the moon is on a given day.

Graphic Designs

Nowadays calendars are often decorated with cute, floral, winter, or any other seasonal designs. And these are quite apparent on desk calendars, wall calendars, and calendars that can be personalized.

Title

This feature may not be mandatory, however right beside the year, customized calendars may include a title, for example, a school calendar will contain the school's name and address.

Work Calendar **AUGUST 2023**

Events

- 2 - New Hire Onboarding
- 4 - Company Party
- 8 - Administrative Meeting
- 21 - Client Meeting
- 22 - Department Meeting
- 31 - End of Month Assessment

Holidays

- 16 - Bennington Battle Day
- 19 - World Humanitarian Day

NOTES:

1. Prepare a welcome presentation for the new hires.
2. Reserve the hall for the employee assessment by August 28.

Ideal Consult
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S	M	T	W	T	F	S
		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		

Title **Year** **Months**

Holiday **Graphic Design** **Dates and Days of the Weeks**

TEMPLATE.NET

How to Design a Calendar

1. Choose a [Calendar Size](#).
2. Determine the purpose of the calendar.
3. Select an appropriate [Calendar Template](#).
4. Add photographs, vectors, decorations, and any graphics to the template.
5. Include any notes, moon phases and etc. if applicable.
6. Finalize, save, and download.

How to Design a Calendar

DATA
01

Choose a Calendar Size.

Determine the purpose
of the calendar.

STEP
02

DATA
03

Select an appropriate
Calendar Template.

Add photographs, vectors, d
ecorations, and any graphics
to the template.

STEP
04

DATA
05

Include any notes, moon
phases and etc. if applicable.

Finalize, save, and download.

STEP
06

Calendar vs. Planner

A calendar is a representation of the months, days of the week, and dates that are used for plotting schedules.

A planner on the other hand may have similar features as a calendar, however, apart from the dates, months, and weeks, a planner offers more room for writing down notes and is normally styled like a notebook.

What's the Difference between a Calendar, Timeline, & Outline?

A calendar is a chart or a series of pages used to tell what date it is, for scheduling and planning purposes.

A timeline is a sequence of events usually marked with a horizontal bar or line that are arranged in the order of their occurrence.

An outline is a general summary or description of a specific subject without giving away all the details.

Calendar Sizes

From simple to decked with beautiful scenic photographs and intricate designs, calendars have evolved a whole lot from their layout to their sizes. The most common [calendar sizes](#) used worldwide are both in printed or digital format.

Printed Format:

- Poster or Wall Calendars Sizes: 8.5 × 11 inches, 8.5 × 22 inches (portrait format), 11 × 8.5 or 11 × 17 (landscape format), and 8.5 × 8.5 inches (square format)
- Calendar Card Sizes: 5 × 7 inches, 2 × 3.5 inches, and 5.5 × 8.5 inches
- Desk or Table Calendar Sizes: 10 × 4.5 inches, 8.5 × 5.5 inches
- Magnetic Calendar Sizes: 5.47 × 4.21 inches

Calendar Sizes

Printed Format:	Size (Inches)
Poster or Wall Calendars Sizes	8.5 × 1, 8.5 × 22(portrait), 11 × 8.5 or 11 × 17 (landscape), & 8.5 × 8.5 (square)
Calendar Card Sizes	5" × 7", 2" × 3.5", and 5.5" × 8.5"
Desk or Table Calendar Sizes	10" × 4.5", 8.5" × 5.5"
Magnetic Calendar Sizes	5.47" × 4.21"

Calendar Ideas and Examples

Over the years, [calendar ideas](#) have evolved from printed plain paper to designs made specifically for one subject or event. Calendars nowadays are created to serve a specific purpose thus they come with highly personalized features to enable users to make use of calendars to their full extent.

- Birthday Calendar Ideas and Examples
- Accounting Calendar Ideas and Examples
- Social Media Calendar Ideas and Examples
- Business Calendar Ideas and Examples
- Project Calendar Ideas and Examples
- Appointment Calendar Ideas and Examples

- Monthly Calendar Ideas and Examples
- Event Calendar Ideas and Examples
- HR Calendar Ideas and Examples
- Blank Calendar Ideas and Examples

FAQs

What should a calendar include?

A calendar should include the year, the 12 months, the days of the week, and the dates.

What calendar categories should I use?

When dividing your calendars into various categories, it's best to always include your priorities such as various aspects in your personal life, work or business schedules, medical appointments and etc.

Why should you color code your calendar?

Coloring coding a calendar helps you organize your schedule and adding colors would also differentiate one activity from another.

What are the benefits of calendars?

Calendars are quite useful in our daily lives not only are you able to tell what date it is, but you are also able to manage your time, properly organize your schedule and ensure that you've got everything covered.

How do you create an effective calendar?

To create an effective calendar first choose a template as a guide, then write down your plans in order to plot down your schedule (make sure you think of your priorities first), after which check your calendar and identify your available schedule and keep monitoring so you won't forget and that no tasks overlap the other.

What makes a good content calendar?

A good content calendar should be properly organized, and detailed, goals are clearly identified, establish viable timelines and keep on monitoring for updates.

What are calendar notifications?

A calendar notification is an update that helps you remember an upcoming appointment, event, or meeting and users would usually receive a message, a sound notification, or an email.

How does a calendar improve time management skills?

A calendar improves time management because this tool helps you accurately plot your schedule, and reminds you of upcoming appointments thus maximizing your productivity.

Why are calendars important to early civilizations?

Calendars play an important role in early civilizations since they use calendars to determine the next harvest, schedule their festivals and events, and plan other social activities such as hunting or migration.

What are calendars based on?

Most calendars are based on the Gregorian calendar which is known as the solar calendar.