



Year	Month	Day	Event	Location	Time	Duration	Frequency	Priority	Status	Notes
2023	1	15	Annual Conference	San Francisco	9:00 AM	3 Days	1	High	Completed	Successful event with high attendance.
2023	2	1	Product Launch	New York	10:00 AM	1 Day	1	High	Completed	Launched new product line.
2023	3	1	Quarterly Review	London	11:00 AM	1 Day	4	Medium	Completed	Reviewed Q1 performance.
2023	4	15	Team Building	Las Vegas	12:00 PM	2 Days	1	Medium	Completed	Team retreat and activities.
2023	5	1	Client Meeting	Chicago	1:00 PM	1 Day	1	High	Completed	Meeting with key client.
2023	6	1	Marketing Campaign	Los Angeles	2:00 PM	3 Months	1	High	In Progress	Rolling out new ad campaign.
2023	7	1	Internal Audit	San Diego	3:00 PM	1 Week	1	High	Completed	Completed annual audit.
2023	8	1	Customer Survey	Seattle	4:00 PM	1 Day	1	Medium	Completed	Surveyed customer satisfaction.
2023	9	1	Employee Training	Phoenix	5:00 PM	1 Day	1	Medium	Completed	Training session for new hires.
2023	10	1	Partnership Meeting	San Jose	6:00 PM	1 Day	1	High	Completed	Meeting with potential partner.
2023	11	1	Website Redesign	Portland	7:00 PM	6 Months	1	High	In Progress	Designing new website layout.
2023	12	1	Year-End Review	San Francisco	8:00 PM	1 Day	1	High	Completed	Reflecting on the year's achievements.