June 2016

Sunday	nday Monday Tuesday		Wednesday			
			I			
5	6	7	8			
12	13	Flag Day 14	15			
Father's Day 19	20	21	22			
26	27	28	29			
26	27	28	29			



Thursday	Friday	Saturday	Key Notes for this month:
2	3	4	
9	10	1	[
16	17	18	3
23	24	25	
30	3 4 10 11 17 18 24 25	1 2 5 6 7 8 9 12 13 14 15 1 15 19 20 21 22 2	22 99 66 23 60 60 60 60 60 60 60 60 60 60 60 60 60

June 2016

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
				•	\$	
		-			\$	
					\$	
		-			\$	
					\$	
		-			\$	
					\$	
		-			\$	
					\$	
		_			\$	
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		_			\$	
					\$	
		_			\$	
					\$	
		_			\$	
					\$	
		_			\$	
			Total r	elated expens	e \$	
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
					<u> </u>	
			Total I	Miles this mon	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

End of Fiscal Year 2015-2016

Priority	Close Out of 2015-2016 Actions	✓ Completed Due Date	2015-2016 Recap

New Fiscal Year 2016-2017

2016-2017 Notes	2016-2017 Goals, Needs Actions	✓ Completed Due Date
		- -
		- -
		- -
		- -
		-
		- -
		- "

July 2016

Sunday	N	lond Aug	day ust			T	uesday	y	Wednesday
31	Sun Mo	_	Wed	Thu	Fri	Sat			
	7 8		3 10	4 11	5 12	6 13			
	14 1		17	18	19	20			
	21 2: 28 2:		24 31	25	26	27			
3	Indepe	ndence	Day	4				5	6
10			ĵ	11	 - 		j	12	13
17]	18	 - 		j	19	20
24			2	25				26	27



Thursday	Friday	Saturday	Key Notes for this month:
	1	2	
7	8	9	
14	15	16	
21	22	23	
28	29	30	

July 2016

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
					\$	
		-			\$	
					\$	
		-			\$	
					\$	
		-			\$	
					\$	
		_			\$	
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		_			\$	
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		_			\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
			Total r	elated expens		
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
		-				
		-				
		-	Total	/liles this mor	ıth	
		_	- TOTAL I	mics uns moi	1011	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

August 2016

Sunday	Monday	Tuesday	Wednesday
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31



Thursday	Friday		Sat	ur	day		Key Notes for this month:		
4	5		6		6			6	
11	12	?			1	3			
18	19				2	20			
25	26				2	?7			
	SAL National Convention					2016			
	Sun		tembe Tue Wed	Thu	Fri	Sat			
	4	5	6 7	1 8	9	10			
	11		13 14	15	16	17			
	18		20 21	22	23	24			
	25	26	27 28	29	30				

August 2016

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
				•	\$	
		-			\$	
					\$	
		-			\$	
					\$	
		-			\$	
					\$	
		-			\$	
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		_			\$	
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		_			\$	
					\$	
		_			\$	
					\$	
		_			\$	
			Total r	elated expens	e \$	
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
					<u> </u>	
			Total I	Miles this mon	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

September 2016

day ober 2	2016	5		Monday	Tuesday	wednesday		
Wed	Thu	Fri	Sat					
			1					
5	6	7	8					
26	27	28	29					
	4	Ī	_abor	Day 5	6	7		
1	1	 - 		12	13	14		
1	8	 - 		19	20	21		
2	25	 - 		26	27	28		
	Wed 5 12 19 26 1	ber 2016 Wed Thu 5 6 12 13 19 20 26 27	ber 2016 Wed Thu Fri 5 6 7 12 13 14 19 20 21 26 27 28	## Sat	The results of the second of t	Thu Fri Sat		



Thursday	Friday	Saturday	Key Notes for this month:
1	2	3	
8	9	10	
15	16	17	
22	23	24	
29	30		

September 2016

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
				•	\$	
		-			\$	
					\$	
		-			\$	
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		_			\$	
					\$	
		_			\$	
					\$	
		_			\$	
			Total r	elated expens	e \$	
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
					<u> </u>	
			Total I	Miles this mon	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

October 2016

Sunday	Monday	Tuesday	Wednesday
30	Halloween 31	November 2016 Sun Mon Tue Wed Thu Fi	
		6 7 8 9 10 1 ¹ 13 14 15 16 17 18	
		20 21 22 23 24 29 27 28 29 30	5 26
2	3	4	5
9	Columbus Day 10	Yom Kippur begins at sundown	12
		Sundown	
16	17	18	19
10	1 /	10	19
23	24	25	<i>26</i>



Thursday	Friday	Saturday	Key Notes for this month:
		I	
		0	
6		8	
	SAL Fall NEC/Cmdr Conference	e Dates: October 7 to 9th, 2016	
13	14	15	
20	21	22	
27	28	29	

October 2016

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
				•	\$	
		-			\$	
					\$	
		-			\$	
					\$	
		-			\$	
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		_			\$	
					\$	
		_			\$	
					\$	
		_			\$	
			Total r	elated expens	e \$	
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
					<u> </u>	
			Total I	Miles this mon	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

November 2016

Sunday	Monday	Tuesday	Wednesday
		1	2
Daylight Savings ends	7	Election Day	9
13	14	15	16
20	21	22	23
27	28	29	30



	Thu	ırs	day	y			Fric	day	y		Sat	turd	ay	Key Notes for this month:
				3					4				5	
			1	0	\	/etera	ns Day	/	11	 -			12	
			1	17	, , 				18	 - 			<i>19</i>	
Tha	nksgivi	ing D	ay 2	24]				25	 - 			26	
Sun 4 11 18 25		Tue 6 13 20 27	7 14 21 28	201 Thu 1 8 15 22	6 Fri 2 9 16 23 30	Sat 3 10 17 24 31								

November 2016

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
				•	\$	
		-			\$	
					\$	
		-			\$	
					\$	
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		_			\$	
					\$	
		_			\$	
					\$	
		_			\$	
			Total r	otal related expense		
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
					<u> </u>	
			Total I	Miles this mon	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

December 2016

Sunday	Monday	Tuesday	ل.	Wednesday January 2017			ay	
		Sun	Mon		Wed	Thu	Fri	Sat
		1	2	3	4	5	6	7
			9	10 17	11 18	12 19	13 20	14 21
		22	23	24	25	26	27	28
		29	30	31				
1			7 -	Pearl	Harb	or Da	ıy	7
4	3	6						/
11	12	13					1	4
								_
	I							
10	10	20					1	1
18	19	20	7				_	1
	'		_'_					
Christmas Day 25	26	27	7				2	8



Thursday	Friday	Saturday	Key Notes for this month:
1	2	3	
8	9	10	
15	16	17	
22	23	Hanukkah begins at sundown	
29	30	New Year's Eve 31	

December 2016

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
				•	\$	
		-			\$	
					\$	
		-			\$	
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		_			\$	
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		_			\$	
					\$	
		_			\$	
			Total r	otal related expense		
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
					<u> </u>	
			Total I	Miles this mon	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

January 2017

Sunday	Monday	Tuesday	Wednesday				
New Years Day	2	3	4				
8	9	10	11				
15	Martin Luther King 16	17	18				
22	23	24	25				
29	30	31					



Thursday	Friday	S	aturo	lay		Key Notes for this month:
5	6				7	
12	13			1	4	
19	20			2	1	
26	27			2	8	
		Februa	ary 2017	7		
	Sun M		Wed Thu	Fri	Sat	
	5 (3 7	1 2 8 9	3 10	4 11	
		3 14	15 16	17	18	
		0 21 7 28	22 23	24	25	
	26 2	1 26				

January 2017

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
					\$	
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					\$	
			Total r	Total related expense		
		_		Drivi	na	
			Date	Description	End	Start
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		_				
		-				
		-				
		-	Total	/liles this mor	ıth	
		_	- TOTAL I	mics uns moi	1011	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

February 2017

Sunday	Monday	Tuesday	Wednesday 1
			_
5	6	7	8
12	13	Valentines Day 14	15
19	Presidents Day 20	21	22
26	27	28	
CAL Marcath Communication	Washington Conference Date	5-1	



Thursday	Friday		Sat	urc	lay	7	Key Notes for this month:
2	3					4	
9	10				1	1	
16	17	7			1	8	
23	24				2	5	
		Maı	rch 2	017			
	Sun	Mon Tue	Wed	Thu	Fri	Sat	
	5	6 7	8	9	3 10	11	
	12 19	13 14 20 21	15 22	16 23	17 24	18 25	
	26	27 28	29	30	31	_0	

February 2017

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
				•	\$	
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					\$	
		_			\$	
			Total r	elated expens	e \$	
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
					<u> </u>	
			Total I	Miles this mon	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

March 2017

Sunday April 2017			N	londay	Tuesday	Wednesday			
Sun	Mon	Tue	Wed	Thu	Fri	Sat			I
						1			_
2	3	4	5	6	7	8			
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
23 30	24	25	26	27	28	29			
30									
				5			6	7	8
Day Sa	/light vings	begin	s]	2	 -		13	14	15
			1	9]		20	21	22
			2	?6	 - 		27	28	29



Thursday	Friday	Saturday	Key Notes for this month:
2	3	4	
9	10	11	
16	St Patricks Day 17	18	
23	24	25	
30	31		

March 2017

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
				•	\$	
		-			\$	
					\$	
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		_			\$	
			Total r	elated expens	e \$	
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
					<u> </u>	
			Total I	Miles this mon	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

April 2017

Sunday		Mo	onc Ma	lay	017	Tues			sday	Wednesday
30	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
		1	2	3	4	5	6			
	7 14	8 15	9	10 17	11	12 19	13 20			
	21	22	23	24	25	26	27			
	28	29	30	31						
2					3				4	5
9				1	10		Passov begin: sundc	s at	11	12
Easter 16				1	!7	 - 			18	19
23				2	24	 - 			25	26



Thursday	Friday	Saturday	Key Notes for this month:
		1	
6	7	8	
13	14	15	
20	21	22	
27	28	29	

April 2017

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
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			Total r	elated expens		
		_		Drivi	na	
			Date	Description	End	Start
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		-				
		-				
		-	Total	/liles this mor	ıth	
		_	- TOTAL I	mics uns moi	1011	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

May 2017

Sunday	Monday	Tuesday	Wednesday		
	1	2	3		
7	8	9	10		
Mothers Day 14	15	16	17		
21	22	23	24		
28	Memorial Day 29	30	31		



Thursday	Friday	Sa	aturd	ay	Key Notes for this month:
4	5			6	
	SAL Spring NEC/NMI Confere	ence Dates:	May 5 to 7	th, 2017	
11	12			13	
			_		
<i>18</i>	19	Armed Day	-orces	<i>20</i>	
25	2(27	
<i>25</i>	<i>26</i>			2/	
		June	2017		
	Sun		Wed Thu	Fri Sat	
			1	2 3	
	4	5 6 12 13	781415	9 10 16 17	
	18	19 20	21 22	23 24	
	25	26 27	28 29	30	

May 2017

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
				•	\$	
		-			\$	
					\$	
		-			\$	
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		_			\$	
			Total r	elated expens	e \$	
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
					<u> </u>	
			Total I	Miles this mon	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

June 2017

Monday	Tuesday				Wednesday July 2017			
	Sun M	lon Tu	ue Wed	Thu	Fri	Sat		
						1		
				6		8 15		
				20	21	22		
	23 2	24 2	5 26	27	28	29		
	30 3	31						
5	6					7		
12	13	F	lag Day		1	4		
19	20	 - 			2	?1		
26	27	, 			2	8		
	12 19	5 6 12 13 19 20	5 6 12 13 F 19 10 1 16 17 1 23 24 2 30 31	Sun Mon Tue Wed 2 3 4 5 9 10 11 12 16 17 18 19 23 24 25 26 30 31 5 6 12 13 Flag Day	Sun Mon Tue Wed Thu 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31 5 6 12 13 Flag Day	5		



Thursday	Friday	Saturday	Key Notes for this month:
1	2	3	
8	9	10	
15	16	17	
22	23	24	
29	30		

June 2017

Priority	Action List for this Month	✓ Completed Due Date	Date	Expension Description	ses	Cost
					\$	
		_			\$	
					\$	
		_			\$	
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		_			\$	
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		_			\$	
					\$	
					\$	
					\$	
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			Total r	elated expense		
				Drivir	10	
			Date	Description	End	Start
		_				
		_				
		_				
		_				
		_				
			Total N	liles this mont	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

End of Fiscal Year 2016-2017

Close Out of 2016-2017 Actions	✓ Completed Due Date	2016-2017 Recap

New Fiscal Year 2017-2018

2017-2018 Notes	2017-2018 Goals, Needs Actions	✓ Completed Due Date
		u

July 2017

Sunday	Monday	Tuesday	Wednesday
30	31		
2	3	Independence Day 4	5
9	10	11	12
16	17	18	19
23	24	25	26



August 2017 Sun Mon Tue Wed Tru Fri Sat	Thursday		F	rida	ay		Saturday	Key Notes for this month:
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	Sun					Sat	1	
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	Sun						1	
20 21 22 23 24 25 26 27 28 29 30 31 7 8	6							
6 7 13 14	13	14 15	16	17	18	19		
6 7 8 13 14 15					25	26		
13 14 15	27	28 29	30	31				
13 14 15								
13 14 15	6					7	R	
	V	'				/	U	
						-		
	13				1	4	15	
20 21 22						•		
20 21 22								
20 21 22								
20 21 22								
20 21 22								
	20				2	7	2.2	
						4		
27 28 29	2.7	7			2	R	29	
	/					U		

July 2017

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
					\$	
		-			\$	
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					\$	
			Total r	elated expens		
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
		-				
		-				
		-	Total	/liles this mor	ıth	
		_	- TOTAL I	mics uns moi	1011	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

August 2017

Sunday	Monday	Tuesday	Wednesday		
		1	2		
6	7	8	9		
13	14	15	16		
20	21	22	23		
27	28	29	30		



Thursday	Friday	Saturday	Key Notes for this month:
3	4	5	
10	11	12	
17	18	19	
24	SAL National Convention Da	tes: August 18 to 20th, 2017 26	
31	3 4 10 11	1 2 5 6 7 8 9 12 13 14 15 16	
24	SAL National Convention Da	Tue Wed Thu Fri Sat 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23	

August 2017

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
					\$	
		-			\$	
					\$	
		-			\$	
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					\$	
			Total r	otal related expense		
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
		-				
		-				
		-	Total	/liles this mor	ıth	
		_	- TOTAL I	mics uns moi	1011	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

September 2017

			ay ber	2017	7	N	londay	Tuesday	Wednesday
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15 22	16 23	17 24	18 25	19 26	20 27	21 28			
29	30	31	25	20	21	20			
				3	L	abor	Day 4	5	6
			1	10	F	Patriot	Day 11	12	13
			1	17			18	19	20
			2	24	-		25	26	27



Thursday	Friday	Saturday	Key Notes for this month:
	1	2	
7	8	9	
14	15	16	
Rosh Hashana begins at sundown	22	23	
28	29	Yom Kippur begins at sundown	

September 2017

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
				•	\$	
		-			\$	
					\$	
		-			\$	
					\$	
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			Total r	elated expens	e \$	
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
					<u> </u>	
			Total I	Miles this mon	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

October 2017

Sunday	Monday	Tuesday	Wednesday
1	2	3	4
8	Columbus Day 9	10	11
15	16	17	18
22	23	24	25
29	30	Halloween 31	



Thursday	Friday			Sat	ur	day		Key Notes for this month:
5							7	
	SAL Fall NEC/Cmdr Confere	ence	Dates:	Octol	ber 6 t	o 8th,	2017	
12	13	3				1	4	
19	20					2	1	
26	27	7					28	
		N	loven	nber	201	7		
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	5	6	7	1 8	9	3 10	4	
	12	13	14	15	16	17	18	
	26	20 27	21	22 29	30	24	25	

October 2017

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
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		_			\$	
			Total r	elated expens	e \$	
		_		Drivi	na	
			Date	Description	End	Start
		_				
		_				
					<u> </u>	
			Total I	Miles this mon	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes Date[s] Air, Ground, Hotel Travel Arrangements	
Date[s] Air, Ground, Hotel Travel Arrangements	

November 2017

Sunday	Monday	Tuesday	Wednesday 1	
Daylight Savings ends	6	Election Day 7	8	
12	13	14	15	
19	20	21	22	
26	27	28	29	



Thursday	Friday	Saturday	Key Notes for this month:
2	3		4
9	10	Veterans Day	11
16	17	1	18
Thanksgiving Day 23	24	2	25
30	Sun Mo 3 4 10 11 17 18 24 25	1 5 6 7 8 1 12 13 14 15 19 20 21 22	Sat 2 9 16 23 30

November 2017

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
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		_			\$	
			Total r	elated expens	e \$	
		_		Drivi		
			Date	Description	End	Start
		_		-		
		_				
			Total I	liles this mon	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes	
Date[s] Air, Ground, Hotel Travel Arrangements	

December 2017

Sunday New Year's Eve 7 1	Monday January 2018	Tuesday	Wednesday
New Year's Eve 31		Fri Sat	
	1 2 3 4	5 6	
		12 13	
		19 20 —	
	21 22 23 24 25 3 28 29 30 31	26 27	
	20 29 30 31		
3	4	5	6
10	11	12	Hanukkah begins at sundown
17	18	19	20
24	Christmas Day 25	26	27



Thursday	Friday	Saturday	Key Notes for this month:
	1	2	
Pearl Harbor Day 7	8	9	
14	15	16	
21	22	23	
28	29	30	

December 2017

Priority	Action List for this Month	✓ Completed Due Date	Date	Expen Description	ses	Cost
				-	\$	
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			Total r	elated expens	e \$	
		_		Drivi		
			Date	Description	End	Start
		_		-		
		_				
			Total I	liles this mon	th	



General Notes	Calls & Appointments Who, What, When, Where, Why & Phone#
Travel & Hotel Notes	
Date[s] Air, Ground, Hotel Travel Arrangements	