

## Meeting rhythm planner

	MONTHLY	QUARTERLY	ANNUAL
	<i>Execution progress half day per month e.g. 14th day of Jan, Feb, Apr, May, Jul, Aug, Oct, Nov</i>	<i>Quarterly priorities 1 day per quarter e.g. Mar 14, Sept 14, Dec 14, Dec 14</i>	<i>Strategic thinking 2 days per year e.g. Jun 14 &amp; 15</i>
January	14	-	-
February	14	-	-
March	-	14	-
April	14	-	-
May	14	-	-
June	-	-	14 & 15
July	14	-	-
August	14	-	-
September	-	14	-
October	14	-	-
November	14	-	-
December	-	14	-