

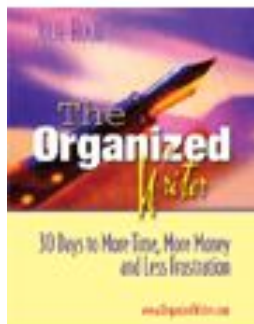
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# 2007 Writer's eCalendar

*by Julie Hood*



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2nd edition

Published by  
Finally Organized LLC  
<http://www.organizedwriter.com>  
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- Learn how to file your papers (and actually find them back).
- Learn tricks to make your computer do your work and save you time.
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- Your most important resource as a writer (and how to maximize it)
- What you need to do today and tomorrow to make sure you write more in 2004
- Time-buster strategies for writers who are too busy to write
- What filing system is best for you.
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Our truest life is when we are in our dreams awake.  
 - Henry David Thoreau

# January 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Martin Luther King, Jr. Birthday	16 4 <sup>th</sup> quarter estimated tax due	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 W-2 and 1099 statements mailed		 More...	

<b>January Focus: Planning</b>	
<input type="checkbox"/> Write _____ minutes/pages/words.	<input type="checkbox"/> Pay 2006 4th quarter sales tax.
<input type="checkbox"/> Send _____ queries.	<input type="checkbox"/> Pay 2006 estimated taxes (final payment).
<input type="checkbox"/> Send _____ reprint queries.	<input type="checkbox"/> Set yearly goals.
<input type="checkbox"/> Seasonal queries: May, Jun, Jul	<input type="checkbox"/> Record 2007 beginning mileage: _____
<input type="checkbox"/> Balance checking account.	<input type="checkbox"/> Determine 2007 income plan.
<input type="checkbox"/> Pay credit card.	<input type="checkbox"/> Create 2007 accounting folders.
<input type="checkbox"/> Buy <b>office supplies</b> .	<input type="checkbox"/>

*I will study and get ready, and perhaps my chance will come. - Abraham Lincoln*

# February 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	 More...			1	2	3
4	5	6	7	8	9	10
11	12	13	14 Valentine's Day	15	16	17
18	19 Washington's Birthday	20	21 Ash Wednesday	22	23	24
25	26	27	28			Black History Month

<b>February Focus: Writing</b>	
<input type="checkbox"/> Write _____ minutes/pages/words.	<input type="checkbox"/> What projects are the focus in February?
<input type="checkbox"/> Send _____ queries.	<input type="checkbox"/> Buy <a href="#">office supplies</a> .
<input type="checkbox"/> Send _____ reprint queries.	<input type="checkbox"/>
<input type="checkbox"/> Seasonal queries: Jun, Jul, Aug	<input type="checkbox"/>
<input type="checkbox"/> Balance checking account.	<input type="checkbox"/>
<input type="checkbox"/> Pay credit card.	<input type="checkbox"/>

Since you cannot do good to all, you are to pay special attention to those who, by accidents of time, or place, or circumstance, are brought into closer connection with you. - St. Augustine

# March 2007


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	 More...	<b>Women's History Month</b>		1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17 St. Patrick's Day
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### March Focus: Accounting and Taxes

- |   |  |
|---|--|
| <input type="checkbox"/> Write _____ minutes/pages/words. | <input type="checkbox"/> Prepare taxes.                  |
| <input type="checkbox"/> Send _____ queries.              | <input type="checkbox"/> Update accounting and software. |
| <input type="checkbox"/> Send _____ reprint queries.      | <input type="checkbox"/> Pay credit card.                |
| <input type="checkbox"/> Seasonal queries: Jul, Aug, Sep  | <input type="checkbox"/> Balance checking account.       |
| <input type="checkbox"/> Buy <u>office supplies</u> .     | <input type="checkbox"/>                                 |

The secret to success is not to try to avoid or get rid or shrink from your problems; the secret is to grow yourself so that you are bigger than any problems. - T Harv Eker

# April 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Daylight Savings Time Begins	2	3	4	5	6	7
April Fools Day					Good Friday	
8 Easter Sunday	9	10	11	12	13	14
15	16 Taxes Due Estimated Tax Payment Due	17	18	19	20	21
22	23	24	25	26	27	28
29	30		 More...			

### April Focus: Filing

- |   |  |
|---|--|
| <input type="checkbox"/> Write _____ minutes/pages/words. | <input type="checkbox"/> Pay 1st quarter sales tax.              |
| <input type="checkbox"/> Send _____ queries.              | <input type="checkbox"/> Pay 2007 estimated taxes (1st payment). |
| <input type="checkbox"/> Send _____ reprint queries.      | <input type="checkbox"/> Pay taxes by April 15th.                |
| <input type="checkbox"/> Seasonal queries: Aug, Sep, Oct  | <input type="checkbox"/> Update filing system.                   |
| <input type="checkbox"/> Balance checking account.        | <input type="checkbox"/> Buy <a href="#">office supplies</a> .   |
| <input type="checkbox"/> Pay credit card.                 | <input type="checkbox"/>   |

People become really quite remarkable when they start thinking that they can do things. When they believe in themselves, they have the first secret of success. - Norman Vincent Peale

# May 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5  Cinco de Mayo
6	7	8	9	10	11	12
13  Mother's Day	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28  Memorial Day	29	30	31	 <a href="#">More...</a>	

**May Focus: Office/Workspace**

- |   |  |
|---|--|
| <input type="checkbox"/> Write _____ minutes/pages/words. | <input type="checkbox"/> Donate unused books and magazines     |
| <input type="checkbox"/> Send _____ queries.              | <input type="checkbox"/> Purchase office supplies              |
| <input type="checkbox"/> Send _____ reprint queries.      | <input type="checkbox"/> Reorganize desk.                      |
| <input type="checkbox"/> Seasonal queries: Sep, Oct, Nov  | <input type="checkbox"/> Buy <a href="#">office supplies</a> . |
| <input type="checkbox"/> Balance checking account.        | <input type="checkbox"/>                                       |
| <input type="checkbox"/> Pay credit card.                 | <input type="checkbox"/>                                       |


# June 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				 <a href="#">More...</a>	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 2 <sup>nd</sup> Payment for 2007 Estimated Taxes Due	16
17 Father's Day	18	19	20	21	22	23
24	25	26	27	28	29	30

<b>June Focus: Projects</b>	
<input type="checkbox"/> Write _____ minutes/pages/words.	<input type="checkbox"/> Update Project Index and Project Detail Forms.
<input type="checkbox"/> Send _____ queries.	<input type="checkbox"/> Prioritize projects.
<input type="checkbox"/> Send _____ reprint queries.	<input type="checkbox"/> Pay 2007 estimated taxes (2nd payment).
<input type="checkbox"/> Seasonal queries: Oct, Nov, Dec	<input type="checkbox"/> Buy <a href="#">office supplies</a> .
<input type="checkbox"/> Balance checking account.	<input type="checkbox"/>
<input type="checkbox"/> Pay credit card.	<input type="checkbox"/>

Put yourself in a state of mind where you say to yourself, "Here is an opportunity for me to celebrate like never before, my own power, my own ability to get myself to do whatever is necessary. - Anthony Robbins

# July 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Independence Day	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		 AUDIO <a href="#">More...</a>		

July Focus: Time	
<input type="checkbox"/> Write _____ minutes/pages/words.	<input type="checkbox"/> How can I make more time to write?
<input type="checkbox"/> Send _____ queries.	<input type="checkbox"/> Pay 2nd quarter sales tax.
<input type="checkbox"/> Send _____ reprint queries.	<input type="checkbox"/> Buy <a href="#">office supplies</a> .
<input type="checkbox"/> Seasonal queries: Nov, Dec, Jan	<input type="checkbox"/>
<input type="checkbox"/> Balance checking account.	<input type="checkbox"/>
<input type="checkbox"/> Pay credit card.	<input type="checkbox"/>

*I will act now. I will repeat these words again and again and again.*  
 - Og Mandino

# August 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			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	
		 <p><i>More...</i></p>				Back to School

**August Focus: Skill-Building**

- |   |   |
|---|---|
| <input type="checkbox"/> Write _____ minutes/pages/words. | <input type="checkbox"/> Take a course.               |
| <input type="checkbox"/> Send _____ queries.              | <input type="checkbox"/> Listen to an audio book.     |
| <input type="checkbox"/> Send _____ reprint queries.      | <input type="checkbox"/> Pay credit card.             |
| <input type="checkbox"/> Seasonal queries: Dec, Jan, Feb  | <input type="checkbox"/> Buy <u>office supplies</u> . |
| <input type="checkbox"/> Balance checking account.        | <input type="checkbox"/>                              |

A happy person is not a person in a certain set of circumstances, but rather a person with a certain set of attitudes. - Hugh Downs

# September 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			 More...			1
2	3 Labor Day	4	5	6	7	8
9 Grandparent's Day	10	11 Patriot Day	12	13	14	15
16	17 3 <sup>rd</sup> Payment for 2007 Estimated Taxes Due	18	19	20	21	22
23	24	25	26	27	28	29
30						

**September Focus: Ideas**

- |   |   |
|---|---|
| <input type="checkbox"/> Write _____ minutes/pages/words. | <input type="checkbox"/> Improve idea tracking.                           |
| <input type="checkbox"/> Send _____ queries.              | <input type="checkbox"/> Collect ideas from notebooks. Add to Idea Index. |
| <input type="checkbox"/> Send _____ reprint queries.      | <input type="checkbox"/> Update Idea Index/ Idea Grabber forms.           |
| <input type="checkbox"/> Seasonal queries: Jan, Feb, Mar  | <input type="checkbox"/> Pay 2007 estimated taxes (3rd payment).          |
| <input type="checkbox"/> Balance checking account.        | <input type="checkbox"/> Buy <a href="#">office supplies</a> .            |
| <input type="checkbox"/> Pay credit card.                 | <input type="checkbox"/>  |

A writer is someone who is enormously taken by things  
 anyone else would walk by.  
 - James Dickey

# October 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8  Columbus Day	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28  Daylight Savings Time Ends	29	30	31  Halloween		 More...	

### October Focus: Queries

- |  |  |
|--|--|
| <input type="checkbox"/> Write _____ minutes/pages/words.      | <input type="checkbox"/> Improve queries and bio.  |
| <input type="checkbox"/> Send _____ queries.                   | <input type="checkbox"/> Calculate query ratio (number of successful queries divided by number of queries sent). |
| <input type="checkbox"/> Send _____ reprint queries.           | <input type="checkbox"/> Update Query Index.   |
| <input type="checkbox"/> Seasonal queries: Feb, Mar, Apr       | <input type="checkbox"/> Follow up on any outstanding queries.   |
| <input type="checkbox"/> Balance checking account              | <input type="checkbox"/> Pay 3rd quarter sales tax.  |
| <input type="checkbox"/> Pay credit card.                      | <input type="checkbox"/>   |
| <input type="checkbox"/> Buy <a href="#">office supplies</a> . | <input type="checkbox"/>   |
| <input type="checkbox"/>                                       | <input type="checkbox"/>   |

Creativity is allowing yourself to make mistakes. Art is knowing which ones to keep.  
- Scott Adams

# November 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		 More...		1	2	3
4	5	6	7	8	9	10
11 Veterans Day	12	13	14	15	16	17
18	19	20	21	22 Thanksgiving Day	23	24
25	26	27	28	29	30	

### November Focus: Online Workspace

- |   |  |
|---|--|
| <input type="checkbox"/> Write _____ minutes/pages/words. | <input type="checkbox"/> Clean out email.                          |
| <input type="checkbox"/> Send _____ queries.              | <input type="checkbox"/> Improve/update web site.                  |
| <input type="checkbox"/> Send _____ reprint queries.      | <input type="checkbox"/> Schedule year-end review with accountant. |
| <input type="checkbox"/> Seasonal queries: Mar, Apr, May  | <input type="checkbox"/> Buy <a href="#">office supplies</a> .     |
| <input type="checkbox"/> Balance checking account.        | <input type="checkbox"/>   |
| <input type="checkbox"/> Pay credit card.                 | <input type="checkbox"/>   |

Writing is thinking on paper.  
-William Zinsser

# December 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start 2008 organized... get your copy of <i>The Organized Writer</i> today!		 More...				1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Christmas Eve	25 Christmas Day	26	27	28	29
30	31 New Year's Eve					

**December Focus: The Finish Line!**

- |   |  |
|---|--|
| <input type="checkbox"/> Write _____ minutes/pages/words. | <input type="checkbox"/> What goal can I finish this month?    |
| <input type="checkbox"/> Send _____ queries.              | <input type="checkbox"/> Pay credit card.                      |
| <input type="checkbox"/> Send _____ reprint queries.      | <input type="checkbox"/> Record 2007 ending mileage: _____     |
| <input type="checkbox"/> Seasonal queries: Apr, May, Jun  | <input type="checkbox"/> Buy <a href="#">office supplies</a> . |
| <input type="checkbox"/> Balance checking account.        | <input type="checkbox"/>                                       |

# What else?

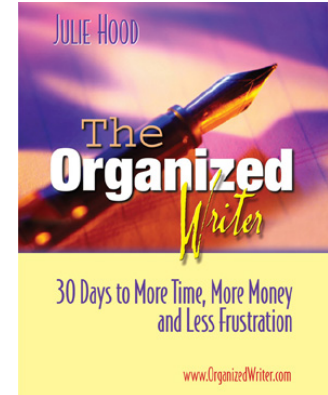
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