**ANNUAL PLANNING TEMPLATE WITH CALENDAR**

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| COMPANY / ORGANIZATION NAME |  | DATE |  |  |  |  |  |  |
| Name |  | MM/DD/YY |  |  |  |
| OVERVIEW |  |  |  |  |  |  |  |  |  |
| MISSION AND VALUES | Describe the company mission and values. |
| STRATEGIES |  |  |  |  |  |  |  |  |  |
| MARKET FOCUS | Describe the market focus. |
| OPERATIONAL FOCUS | Describe the operational focus. |
| SALES FOCUS | Describe the sales focus. |
| GLOBAL PRIORITIES |  |  |  |  |  |  |  |  |
| GOALS | OBJECTIVES | TIME FRAME | OWNER NAME | BUDGET | STATUS | TEAM |
| Q1 | Q2 | Q3 | Q4 |
| Achievement plans | Actions |   |   |   |   | Name | $ | **ON TRACK** | Name |
|  |  |   |   |   |   |  |  | **NEEDS ATTENTION** |  |
|  |  |   |   |   |   |  |  | **DONE** |  |
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| **January 20XX** |
| **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |
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| **February 20XX** |  |
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| **March 20XX** |  |
| **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |  |
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| **3** | **4** | **5** | **6** | **7** | **8** | **9** |  |
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| **April 20XX** |  |
| **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |  |
|  | **1** | **2** | **3** | **4** | **5** | **6** |  |
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| **May 20XX** |  |
| **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |  |
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| **June 20XX** |  |
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| **July 20XX** |  |
| **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |  |
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| **August 20XX** |  |
| **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |  |
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| **September 20XX** |  |
| **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |  |
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| **8** | **9** | **10** | **11** | **12** | **13** | **14** |  |
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| **October 20XX** |  |
| **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |  |
|  |  | **1** | **2** | **3** | **4** | **5** |  |
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| **6** | **7** | **8** | **9** | **10** | **11** | **12** |  |
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| **November 20XX** |  |
| **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |  |
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| **December 20XX** |  |
| **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |  |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |  |
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