

Print out files A to I and stick together as shown above to form a large planner which can be filled in for any year. There is a generous overlap to allow you to do this and some of the parts will have to have their borders trimmed. Lay them out carefully first. Orient the finished chart so that the double size boxes are positioned down the left-hand side of the chart. Now write the year in the top left-hand box. Write the months of the year in the rest of the boxes down the left-hand side. You can start with any month you require but if you do not start in January you must remember to write two years in the top box! Now write the days of the week (starting with Sunday – the Lord's Day of course) in the first row of narrow boxes along the top of the chart. Keep repeating the days until all the boxes are filled up. You should find that you finish with a Monday. Now consult a printed diary or calendar to fill in the numbers. If you are starting with January, for instance, and for the year you want to use the chart the first of January falls on a Wednesday, write a tiny "1" in the box in the first column headed by a Wednesday. Then you can finish numbering the days from left to right until the thirty-first. Do the same for all the months. You can decorate the borders of the chart to make it a real work of art.