PRINTABLE GUIDE AND WORKING PAGES

Editorial Calendar Planner

Plan the next month, see publication dates in one calendar, and keep an article from idea through release in a single record.

IN THE COMPLETE DOWNLOAD

Editable XLSX with Calendar and Pipeline tabs

8-page printable guide and working pages

CSV headers, plain-text guide and single-user licence

A useful starting point

Begin with one article you intend to finish. Give it a stable ID, a working title and a next action. Add research and draft deadlines before choosing a publication date.

The spreadsheet is supplied without example records. Fictional examples in this guide show how to use it. Fill in the amber cells; pale violet cells contain formulas.

The PDF pages are printable worksheets, not fillable forms. Use the TXT version if you prefer a text editor or a screen reader.

This preview contains selected pages only. The editable XLSX and the remaining guide pages are part of the complete product.

ONE INDIVIDUAL / PERSONAL OR OWN-BUSINESS USE

A worked example

Fictional example. Names, dates and costs below are invented to demonstrate the workbook.

Article	Plan	Actual	Status
ART-001: library profile	31-Oct-2026	31-Oct-2026	Published
ART-002: storage guide	31-Oct-2026	-	Scheduled
ART-003: interview idea	-	-	Idea

What appears on the calendar

31 October shows two planned articles and one published article. The first scheduled title is displayed in the day cell; filter Pipeline by 31 October to see both records.

What an overdue draft means

A draft due before the review date counts as overdue unless its status is Published or Paused. The workbook cannot decide whether a deadline is realistic; change the date deliberately when your plan changes.

Readiness has two parts

Entry check identifies missing or conflicting record information. Review checks tracks four human checks. A Ready entry with 2 / 4 checks still needs two preparation decisions before publication.

Plan one month

Month / year: _____ Publishing focus: _____

Write planned publication dates in the grid, then add the article records to the spreadsheet.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Date:	Date:	Date:	Date:	Date:	Date:	Date:
Date:	Date:	Date:	Date:	Date:	Date:	Date:
Date:	Date:	Date:	Date:	Date:	Date:	Date:
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Three articles to prioritise

One deadline or dependency to resolve early