

# PROOFREADER FOR PLANNER

Issue

Solution

Impact

Client requested a **proofread of an 18 month calendar**, January 2025 - June 2026.

Holidays were listed on a single page. The monthly calendars had count up and countdown days (e.g., 2/363). Behind each month was set of weekly pages.

**Proofread** the calendar for spelling and accuracy. Confirmed **formatting consistency** and provided suggestions to enhance layout. **Verified count up/countdown** was accurate. **Verified all holiday dates**.

Created **standard format** for the yearly page that can be used in future planners.

Delivered annotated PDF file within 48 hours of starting project, enabling the planner to **launch on time**.

DETAILS

SKILLS

- Proofreading
- Attention to Detail
- Consistency
- Grammar
- US English
- Project Management

TECHNOLOGY

- PDF

TESTIMONIAL

“Robyn did a thorough and fantastic job proofreading my planner. I was impressed by the level of detail Robyn went through the document with. I am extremely satisfied with the work completed.”

SAMPLES

EMERGENCY CONTACTS

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Consider: Fire/Paramedics:

\_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fire Paramedic: \_\_\_\_\_

Phone: \_\_\_\_\_

February 2025

January

February

March

S M T W T F S

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

S M T W T F S

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

S M T W T F S

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

Sunday

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This page isn't needed because it falls under January.

Yearly Overview

2025

January

February

May

June

September

October

November

December

S M T W T F S

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

S M T W T F S

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

S M T W T F S

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

S M T W T F S

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

The font changes on the letters representing each day. I'm going to label each one with an A or B so you can decide which font to use and update the others accordingly. The numbers look consistent. It's just the letters. Whatever changes are made here to both font and alignment need to be made throughout the planner.

March 2025

February

March

April

S M T W T F S

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

S M T W T F S

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

S M T W T F S

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

Sunday

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommend deleting this page and the next, start the month with 2 Mar Sunday

Monday

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\_\_\_\_\_

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\_\_\_\_\_

30 Jan Thursday

Date Missing

Add 1 Feb for first of February

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

31 Jan Friday

Saturday

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\_\_\_\_\_

\_\_\_\_\_

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