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| Simple Content Calendar Template | | | | | | | | |
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| Date | Platform | Post Time | Content Type | Content Title | Assigned To | Status | Hashtags | Notes |
| 5/11/2025 | Twitter (X) | 12:00 PM | Quote Post | Productivity Tip of the Week | Alex Doe | Scheduled | #Productivity #WorkSmart |  |
| 5/12/2025 | Instagram | 9:00 AM | Carousel Post | How Blue Impacts Focus at Work | John Smith | Draft | #Focus #WorkplaceWellness #BlueVibes | Needs review by marketing lead |
| 5/12/2025 | TikTok | 6:00 PM | Short Video | Behind the Scenes: Blue Office Tour | Jan Doe | In Progress | #OfficeVibes #BlueLife | Final edit pending music approval |
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