

Daily To-Do's Organizer & Perpetual Calendar (Laser Cutting)

Keep your office and desk space tidy with a helpful organizer that doubles as a perpetual calendar and a reusable to-do checklist. Use a dry-erase marker to take your notes! Project instructions below will show you how to assemble this laser cutting design from start to finish using wood or MDF, and clear acrylic.

Depending on the material that you use and its kerf, the slots of this design may need to be adjusted. [Check out our helpful how-to article](#) to learn more about measuring and adjusting for kerf.

Supplies

.125" wood

.125" clear acrylic

.25" Chicago

Screws with a rod diameter of



Steps To Complete

Organizer & Calendar Assembly



Take piece H1 and glue it to the top of piece G, lining up the top edges.



Take piece H2 and glue it to the bottom of piece G, lining up the bottom edges. These spacers will form the channel through which the calendar piece will slide.



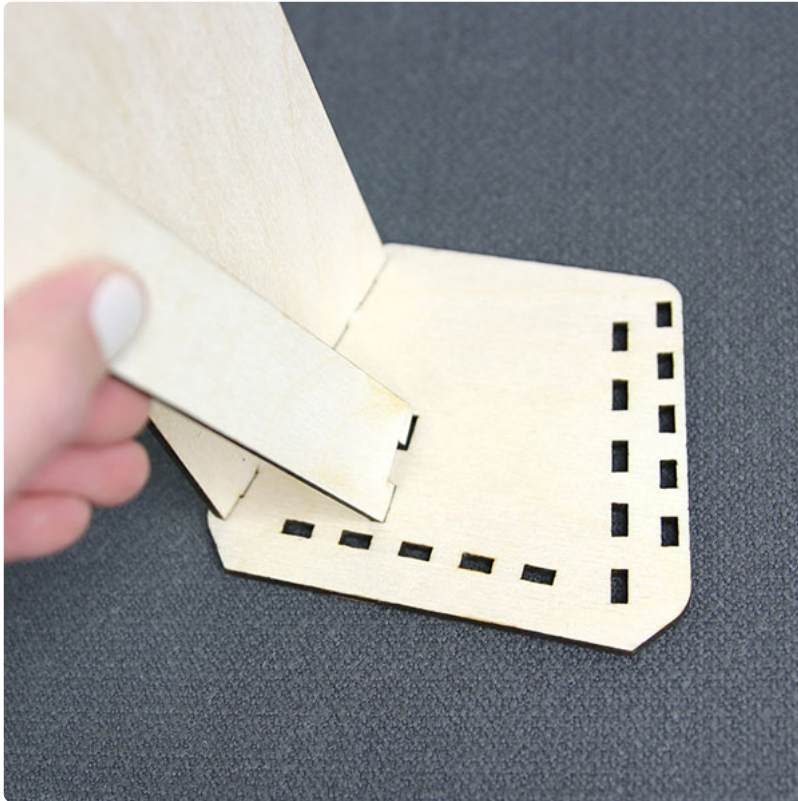
Glue piece F on top of the H pieces to complete the slider mechanism.



After the glue on the slider mechanism has completely dried, insert piece E into the open channel of the slider mechanism to complete the sliding calendar portion of the design.



Insert piece B into the single layer of slots on the side of piece J1 and secure with glue. Don't worry if you are having difficulty telling pieces A, B, and C apart, as they will only fit into their correct slots.



Insert piece D into the corresponding slots on piece J1 and secure with glue.



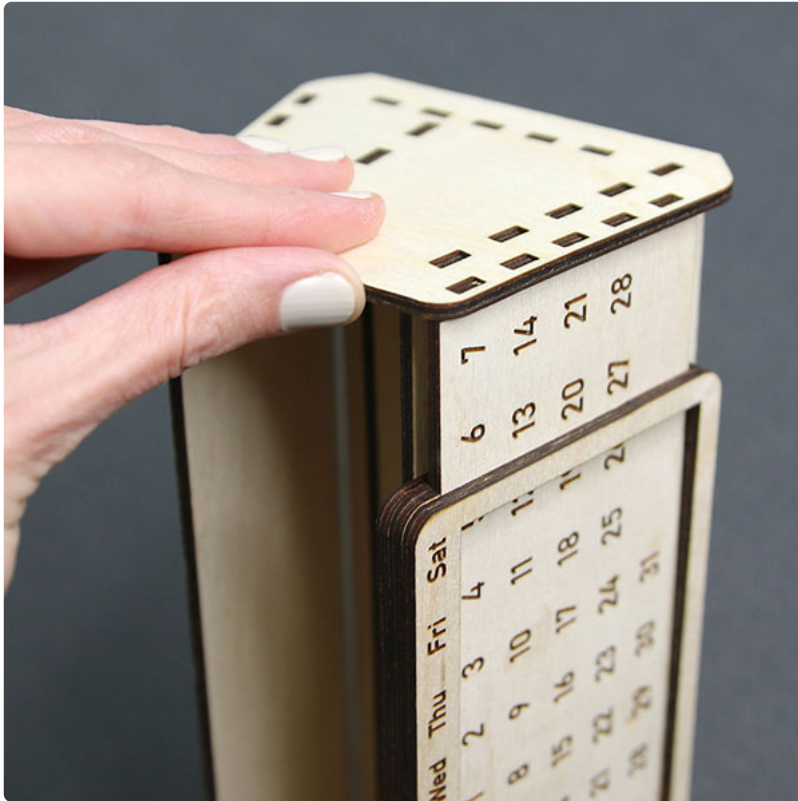
Insert piece A to the slots on the bottom of piece J1 and secure with glue.



Insert piece C into the inner set of slots on the remaining side of piece J1 and secure with glue.



Insert piece E, with the slider mechanism attached, into the final set of slots on piece J1 and secure with glue.

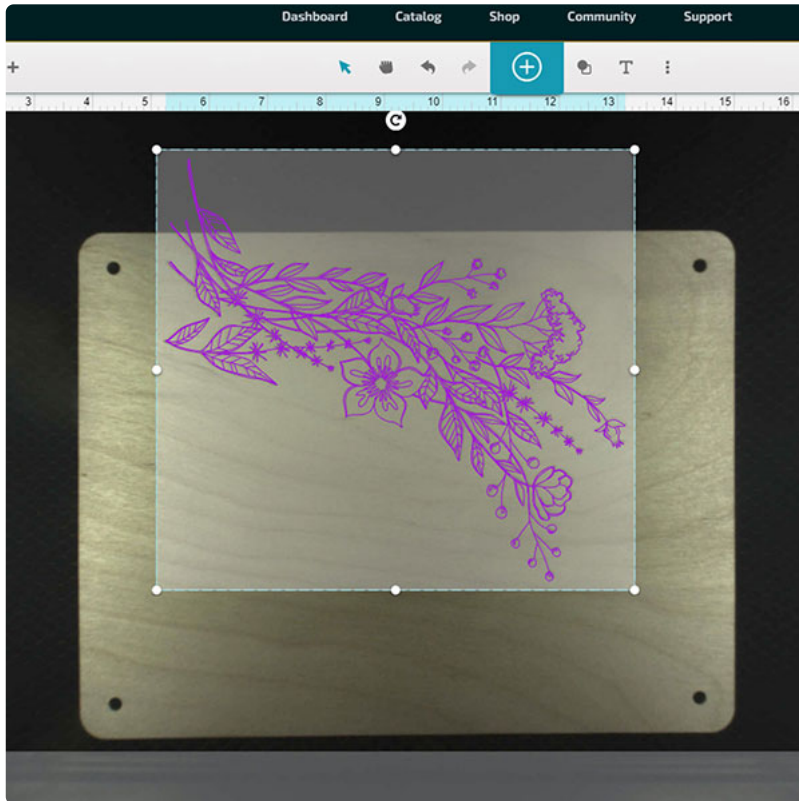


Take piece J2, attach it to the other sides of pieces A-E, and secure with glue.



Glue piece J1 to piece K1, and glue piece J2 to K2 to complete the perpetual calendar base.

To-Do List Assembly



If you would like, you can customize your to-do list by adding a decorative design to the wooden back piece (Piece I). If you do not wish to add additional customization, skip to step 14.

We recommend using a scored design for a subtle personal touch. Any of our drawing designs on the website work well with the scoring function on a laser. For this example, we used the Wildflower Botanicals Bouquet design (CD80327-1).



Lay piece I into your laser bed and close the lid so that you can preview the placement of your customization in your laser software.

Adjust the placement of your chosen customization as desired in your laser software, then proceed with engraving or scoring the design onto piece I.



Layer piece L on top of piece I so that all four holes are aligning. This design uses Chicago Screws to secure the two pieces together.



Chicago screws consist of two pieces: a front piece with a smooth head, and a back piece that screws into the barrel. Insert the front piece of the Chicago screw into one of the holes.



Flip the to-do list over while holding the front piece of the Chicago screw in place and, using a screwdriver, screw the back piece in place. Repeat steps 15 and 16 on the remaining three holes to complete assembly of this design. (Image V17)



Once your to-do list is assembled, insert it into the slot at the back of the organizer and perpetual calendar!



Use dry-erase markers on your to-do list to keep your tasks in order.



Use the perpetual calendar and organizer to store pens, notepads, and more.



It's a clean and modern way to keep all of your important office items in one place.

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