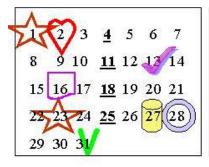This schedule is going to be different depending on whether you run a 7 x 24 operation, or a 9-5, Monday to Friday type of organization, but the planning over a year's time will be the same. When you have plotted all of your activities over a year, your calendar will look something like this:

ISSM Perpetual Calendar

Legend:

V   Virus updates

Backups—weekly
        (Wednesdays here)

⬭

3   Check for inactive accounts (2nd Fri/every 2 months

◇   CM board meets (even months, 1st Tues.)

♡   Password change (quarterly, 1st work day of the month)

▯   Random restoration of a backup tape (3x per year)

▭   Distribute security awareness info (quarterly)

T   Security (re)training (annually, and as needed)

C   Practice contingency plan (annually, and as needed)

☀   Delete unnecessary files/spring cleaning (annually/as needed)

P   Review policy (annually/as needed)

R   Risk management review (annually/as needed)

U   Test UPS (annually/as needed)

▢   Software licensing and key renewal/seat

Events: daylight savings time,
new fiscal year, etc.

☆   holidays