

# Desk Calendar & Pencil Holder

By **Making Manzanita**

Difficulty

Easy

Go into the new year with a fresh workspace with this desk calendar hold to hang a 5x7 calendar combined with a pencil holder. This build incorporates pocket hole joinery, so it is very easy to make and perfect for beginners. This desk organizer & calendar holder would make a lovely Christmas gift!











# Tools

## Kreg Tools

Kreg®  
Pocket-  
Hole Jig  
720

[Kreg® Pocket-Hole Jig 720](#)

## Other Tools

Miter Saw

Tape Measure

Clamps

Drill (cordless)

Nail Gun

Sander

# Materials

## Wood Products

1 Board , 1x8 , 24"

## Hardware & Supplies

4 1 1/4" Brad Nails

4 1 1/4" Pocket Hole Screws

1 Wood Glue

1 Wood Stain

1 Polyurethane

1 Wood Filler

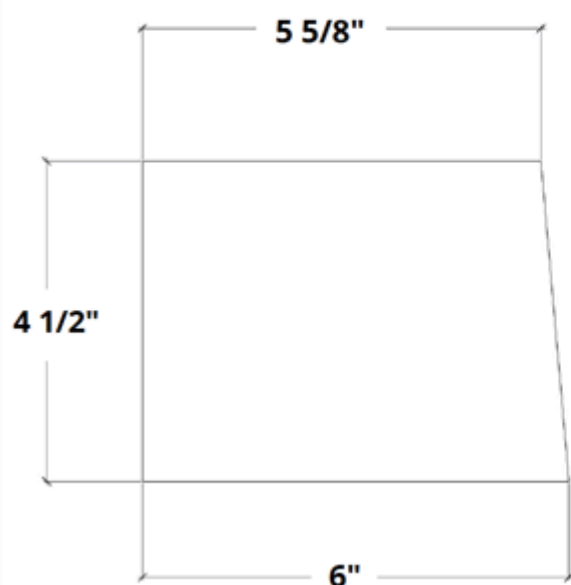
1 Sandpaper (80 And 150 Grit)

1 Binder Clip

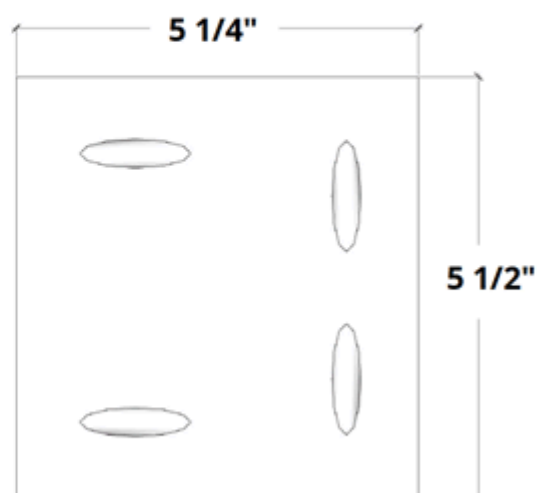
# Cut List & Parts

- 2 Side Panels , 3/4" X 4 1/2" X 5 5/8" (On Short Edge) And 6" (On Long Edge)
- 1 Bottom Panel , 3/4" X 5 1/4" X 5 1/2"
- 1 Front Panel , 3/4" X 7" X 9 1/16" With 5 Degree Angeled Cut On Bottom
- 1 Back Panel , 3/4" X 4 1/2" X 5 1/2"

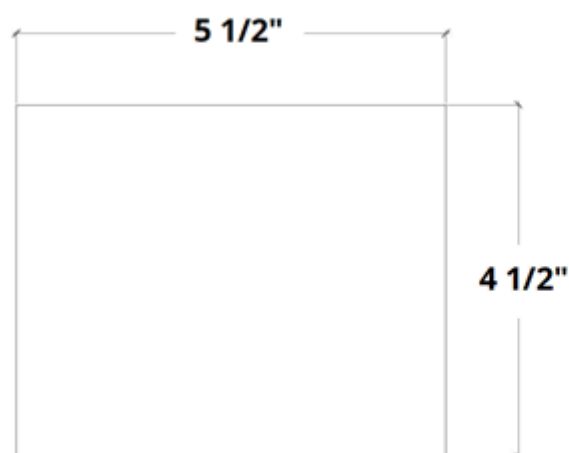
## DESK CALENDAR & PENCIL HOLDER: VISUAL CUT LIST



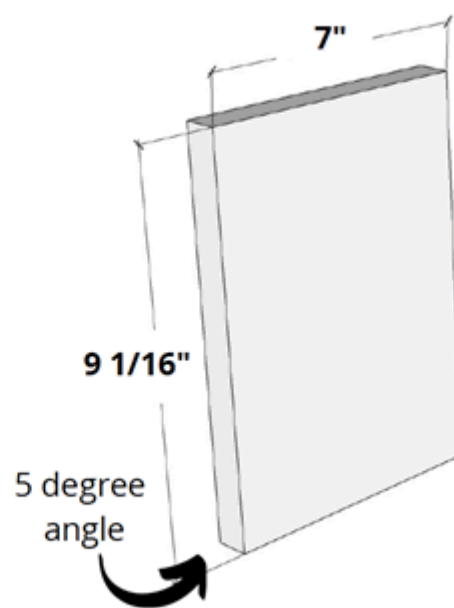
**SIDE PANEL - QTY 2**



**BOTTOM PANEL - QTY 1**



**BACK PANEL - QTY 1**



**FRONT PANEL - QTY 1**

(c) Making Manzanita - For Personal Use Only

# Directions

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1

## Cut wood.

Cut wood down to size according to the woodworking plans (available in the Extras tab below).

You'll need to make a couple angled cuts. For those you can use a double bevel compound miter saw.

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**2****Drill pocket holes.**

Drill 4 pocket holes on the bottom panel (as shown in woodworking plans) using your Kreg pocket hole jig. You'll drill 2 going towards the front and 1 on each side going towards the sides.



# 3

## Assemble.

Start with attaching the sides to the back panel with wood glue, 1 1/4" brad nails and a nail gun.

Next attach the bottom panel by screwing in at the pocket hole locations once in place.

Lastly attach the front panel with wood glue and clamp until dry.

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**4****Sand.**

Sand everything thoroughly with an orbital sander. Start with 80 grit sandpaper and then move onto 150 grit sandpaper to smooth.

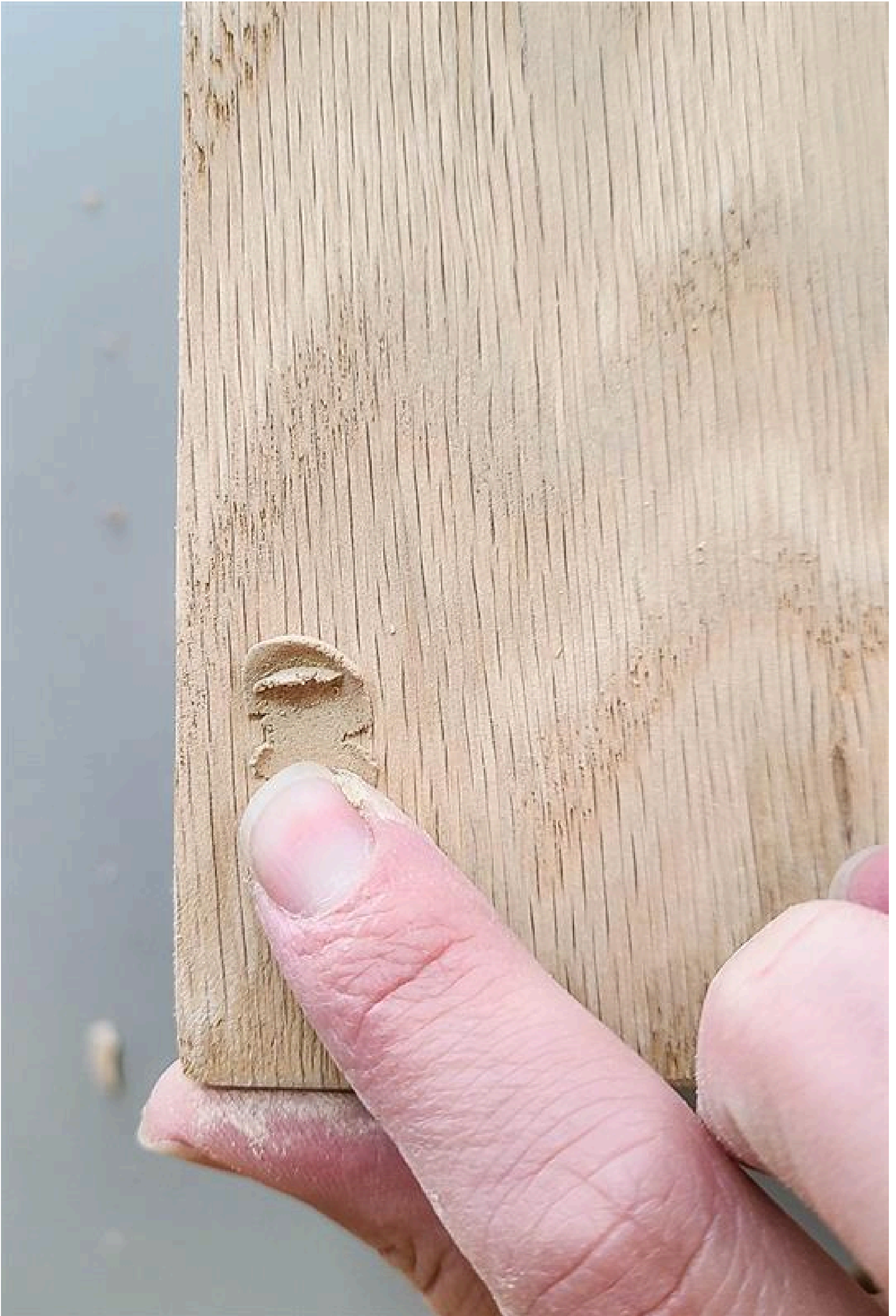


5

**Fill nail holes.**

Fill nail holes and any gaps at the joints with wood filler or wood putty. Let dry and sand smooth with 150 grit sandpaper.

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**6****Stain and seal.**

Wipe everything well and then apply a generous layer of stain. We used Natural wood stain. Once dry, seal with polyurethane.



**7****Attach clip.**

To finish things up, put in a small finish nail on the front to hang a binder clip to the front to hang your calendar.

