

Richard Howard

APPOINTMENTS

Wednesday, 17/01/2024

TIME	APPOINTMENT	CONTACT INFO	NOTES
7:00 AM			
7:30 AM			
8:00 AM	Dentist	mydentist@easydent.com	Remind him about medicine
8:30 AM			
9:00 AM	Conference call - Microsoft Teams		Michael, Thomas, and John
9:30 AM			
10:00 AM			
10:30 AM			
11:00 AM	Performance review with Emma		Bring reports
11:30 AM			
12:00 PM	Consultation with client (Bright Towers)	910-555-2255	Try to find out their budget
12:30 PM			
1:00 PM	Site visit to meet with stakeholders		
1:30 PM			
2:00 PM			
2:30 PM			
3:00 PM	Lunch (Business meeting)	555-100-9988	Call restaurant to reserve
3:30 PM			
4:00 PM			
4:30 PM			
5:00 PM			
5:30 PM			
6:00 PM			
6:30 PM			