Monthly Schedule ⓘ ☆

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March

	Timeline	Employee	Manager	Priority	Progress		Details	🔗 Status	Files
Apply for the XR Scheme	Mar 1 - 4			Low		50%	Finalise CV	Working on it	
Organize the away day	✓ Mar 9 - 12			Medium		50%	Create board	Done	
Write 3 blog posts	✓ Mar 17			Medium		50%	Speak to content team	Done	
Hire 3 members of the team	Mar 2 - 8			High		0%	Chase Alex	Working on it	
+ Add Item									
	Mar 1 - 17					38%			

April

	Timeline	Employee	Manager	Priority	Progress		Details	🔗 Status	Files
Plan the next TED talk	Apr 1 - 8			Low		50%	Watch online for inspiration	Not yet	
Book off annual leave	Apr 4 - 8			Low		50%	Find login details	Not yet	
Follow up with Alex	Mar 8 - 16			Medium		0%	Follow up with Alex	Not yet	
+ Add Item									
	Mar 8 - Apr 8					33%			