

MARCH 2024

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOTES

- 1.SECRETARY KIM NEEDS TO HAND IN LAST MONTH’S REPORT.
- 2.MEETING WITH THE SALES TEAM STARTS AT 9 AM.
- 3.UPDATE COMPANY POLICY FOR MEETING WITH OTHER BRANCH MANAGERS
- 4.REMIND SECRETARY KIM ON PERFORMANCE REVIEWS

REMINDERS W/ HOLIDAYS

- 1-COMPANY STATUS UPDATES
- 6-MEETING WITH SALES TEAM
- 10-DAYLIGHT SAVING
- 15-TEAM BUILDING SESSION
- 17-ST. PATRICK’S DAY
- 19-MEETING WITH OTHER BRANCH MANAGERS
- 27-PERFORMANCE REVIEWS
- 28-MAUNDY THURSDAY
- 29-GOOD FRIDAY
- 30-EASTER SATURDAY
- 31-EASTER SUNDAY