Monthly Schedule

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March

Item	Timeline	Emplo...	Manager	Priority	Progress	Details	Status
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

Item	Timeline	Emplo...	Manager	Priority	Progress	Details	Status
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							