

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%		
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▼ 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%		
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