

Create

November 2021

S	M	T	W	T	F	S
31	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					
5	6					

My calendar

- ☒ Leila Cruz
- ☐ Birthdays
- ☐ Reminders
- ☐ Tasks
- Other calendars
- ☐ Holidays

Add title

Event Task Appointment schedule

🕒

Monday, November 1 1:00pm – 2:00pm
Time zone · Does not repeat

Find a time

👤

Add guests

📺

Add Google Meet video conferencing

📍

Add location

📄

Add description or attachments

📅

Leila Cruz
Busy · Default visibility · Notify 30 minutes before

More options Save

SUN 31	MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6
GMT-07						
4 AM						
5 AM						
6 AM	F45 Workout! 6 – 7am	Yoga Class! 6 – 7am	Sunrise Dog Walk! 5:45 – 7:15am	Spin Class! 6 – 7am	Meditation and End of the Week Jo 6 – 7am	
	Notifications: Check & Reply 8 – 9:30am	Meeting: All-Hands, 8am Notifications: Check & Reply 8:30 – 9:30am	Notifications: Check & Reply 8 – 9am	Notifications: Check & Reply 8 – 9am	Notifications: Check & Reply 8 – 9am	
	Emails: Check & Reply 9:30 – 11am	Email: Check & Reply 9:30 – 10:30am	Email: Check & Reply 9 – 10am	Email: Check & Reply 9 – 10am	Email: Check & Reply 9 – 10am	
	Meeting: Weekly Content Alignment 11am – 12pm	ListenUp: Send Email Invites, 10:30 ListenUp: Review Submissions & Cr 11am – 12pm	UGC Blog-Related Tasks 10am – 12pm	UGC Blog: Start Drafting 10 – 11:30am	Blog-Related Tasks 10am – 12pm	
	Lunch Break! 12 – 1pm	Lunch Break! 12 – 1pm	Lunch Break! 12 – 1pm	Lunch Break! 11:30am – 12:30pm	Co-Marketing Call: Discuss Timeline 12 – 1pm	
	(No title) 1 – 2pm	1:1 Call- Erica & Leila, 1pm Customer Story: Create Outline, 1:30 1:30 – 2:30pm	Co-Marketing-Related Tasks 1:30 – 3pm	Co-Marketing: Start Drafting Guest Blog 12:30 – 2pm	Lunch Break! 1 – 1:45pm	
	Blog Post: Begin Drafting 2:30 – 4pm	Customer Story: Begin Drafting 2 – 3pm	Podcast-Related Tasks 3 – 5pm	Meeting: Bi-Weekly SEO Meeting 2 – 3pm	ListenUp-Related Tasks 1:45 – 3:45pm	
	Blog Reviews: Guest Blogs 4 – 5pm	Customer Story: Email Draft to Mad 3 – 4pm	Blog Post: Continue Drafting 4 – 5pm	Blog Draft Revisions 3 – 4pm	Customer Story-Related Tasks 3:45 – 5:45pm	
	Blog Newsletter: Plan & Draft Copy 5 – 6pm	Blog Images: Submit Blog Cover Ide 5 – 6pm	Notifications: Check & Reply 5 – 6pm	Blog Newsletter Revisions 4 – 5pm		
6 PM						
7 PM						
8 PM		Bachelorette Viewing Party 8 – 9:30pm		Celebration Dinner with the Family 7 – 8pm		
9 PM						
10 PM						