

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