



Calendar

DASHBOARD YEAR VIEW WORK WEEK DAY VIEW TASK LIST SETTINGS SEARCH...

Jessica 

	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
8:00	Prepare notes for a meeting				
9:00	Weekly team meeting Conference room	Legal	Finalize budget	Team's photoshoot @PhotoStudio	Candidate interviews Conference room
10:00		Reserve a table @SteakHouse			
11:00	Write weekly newsletter	Birthday's cake :)			Sales presentation
12:00					Video call with Sales team Online
13:00	Client meeting @ClientOffice	Business lunch with Dennis Steak House		Marketing agency's video call Online	
14:00			Prepare notes for a meeting		
15:00			Board meeting Conference room		
16:00					
17:00	Video call with Legal team Online				Inbox cleanup :)
18:00					Week wrap-up notes
19:00					
20:00					

September < >

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3 4 5 6 7 8 9
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To-do list

- ☐ Sales presentation
- ☐ Organize campaign meetup
- ☐ Website news update
- ☐ Write weekly newsletter
- ☐ Team photoshoot
- ☐ Finalize budget
- ☐ Inbox cleanup :)

