

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								