

MICHAEL'S WEEKLY TO-DOS

- Write report
- Touch base: Dan
- Touch base: Alison
- Contact suppliers
- Secure suppliers
- File report

MONDAY / DEC 4

- Town hall meeting
- Pitch for Project Basecamp
- Prepare deck

TUESDAY / DEC 5

- Meeting with Carille
- Lunch with team
- Touch base: Adam
- Write budget report
- Dinner with Jason

WEDNESDAY / DEC 6

- Presentation
- Lunch meeting with Dr Hoffer
- Dentist appointment
- Write finance report

THURSDAY / DEC 7

- Prepare budget deck for client
- Meeting with real estate client
- Write proposal

FRIDAY / DEC 8