

September							OCTOBER							November							December							JANUARY													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	1	2	3	4	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				
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																				
20	21	22	23	24	25	26	27	28	29	30	31																														

4 Monday
 Russell NOTE update's worked on staffing event tickets, Russell, special billing, over, orders, interview follow ups spoke with Nick, final touches on all of the above, started Birmingham, Birch run eleven. to assist with cleaning, etc, etc, a etc.

After calls, texts, & emails

5 Tuesday
 walked for Green, updated MITC & Staffing, interview follow ups, 12@12, spoke to Addis, spoke to Nick, cont. Staffing updates, started Birmingham, met Dossie & The Cousins @ Admin. for walk thru plan on coverage, Northville to pick up Mares company items from Angel (didn't return brand new charger for Travis) Beverly to meet with Shonaya, met with Sechein Alisha Edwards' job met Dossie @ Gladys, OPS. to finalize interview's, check into Staffing AFTER calls, texts, & emails.

6 Wednesday
 walked & fixed Beverly, Haslan, & check Birmingham OPS updated MITC & Staffing, met with Taseen, walked Dossie through Beverly & met with a fire staff, walked Queenston with Besham & trained on shine school alarm, walked Greaves & Admin with the team, walked Greenfield with Adrian, walked Pembroke with the team,

Important Matters This Week

7 - 10 October

walked Deby with the team, Birch to Pembroke to walk with the team, checked in with all leaders & staff in Birmingham & Birch run met with Chelsie AFTER home calls, texts, & emails

Birch run met with Dave & attended high school Job Fair left a stack of business cards for student's 1st yr, met with the eleven, High & middle school's office staff, met with the Birmingham team principal was in meetings OPS to pick up face mask update sheets, met with Beverly team, met with Greenfield team, met with Queenston team, met with Deby & Hazel team's

7 Thursday
 update MITC & Staffing, Grand Rapids to Benquet awards, updated staffing, checked in with all leaders & responded & asked all leaders to follow up on all concerns today!

8 Friday
 update MITC & Staffing, Grand Rapids to Benquet awards, updated staffing, checked in with all leaders & responded & asked all leaders to follow up on all concerns today!

9 Saturday
 Helped with Staffing arrangements & checked in with Teams.

10 Sunday
 Followed up Birmingham concerns, checked in with Birmingham staffed for events.