

November							December							January 2022							February							March						
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
1	2	3	4	5	6		1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	7	1	2	3	4	5	6	7		
7	8	9	10	11	12	13	7	8	9	10	11	12	7	8	9	10	11	12	8	9	10	11	12	13	14	8	9	10	11	12	13	14		
14	15	16	17	18	19	20	13	14	15	16	17	18	13	14	15	16	17	18	15	16	17	18	19	20	21	15	16	17	18	19	20	21		
21	22	23	24	25	26	27	19	20	21	22	23	24	25	19	20	21	22	23	24	25	22	23	24	25	26	27	28	22	23	24	25	26	27	28
28	29	30					26	27	28	29	30	31	26	27	28	29	30	31	29	30	31					29	30	31						

13 Monday 347/16
 6-7:30 cover tri-county's show Joe - 7 spv calls discussions, email Karen 53
 9:30-10:30 Level 10 Shonda Frank in email, uber Sophia to Cornstock.
 10:30-11:30 Payroll
 11:30-12:30 HR meeting
 1-1:30 Interview no show
 1:30-3:30 finish payroll
 3:30-4:30 emails phone duties
 4-4:30 ERT dir & show vachic
 4:30-7:30 Staffing plan (13)

14 Tuesday 348/17
 7-10 emails phone tri-county break schedule
 10-11 Greenville
 11-12 Rockford / Rockford West
 12-1 12@B
 1-1:30 interview
 1:30-2:30 daily emails phone
 2:30-4:30 gifts / turkeys @ street both body units 1
 4:30-6:30 Staffing plan get gifts ready for schools
 spv calls HR calls (11)

15 Wednesday 349/16
 7-9:30 Ferns / sparta milage show / kenstoday / keya
 9:30-12:30 Fremont drop off gifts to customers make meet w/ Sevinia
 12-1 Fremont 53
 1-3:30 big rapids 53
 3:30-4:30 phone duties emails
 4:30-5:30 tri-county w/ Lisa spv
 5:30-6:30 HR, bank spv, ERT, CRPS calls (11.5)

Important Matters This Week

total hours 62
 Productivity 35
 mileage 554

Thursday 16 350/15
 6-9 break schedule phone calls, mitc bank work orders / billables
 9-12 sparta equip vs get ready for break meet w/ Thomas
 12-12:30 Gros Keys / Veitch's keys C.C.
 12:30-4:30 DHS
 meet
 4-6 main w/ bank staff / w/ mitc (12.5)
 6-6:30 spv calls emails

Friday 17 351/14
 7:30-9 mitc emails Gros Shannon
 9-3 Xmas party
 3-4 days emails phone
 4-5 Staffing plan spv calls (9.5)

18 Saturday 352/13 Full Moon
 12-3:30 tri-county supplies break Sportsupplies Gros Pedal binster
 7-8 mitc timesheet (4.5)
 Sunday 19 353/12
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