Daily Schedule

Name Ronaldo Smith

Day & Date Wednesday, August 21, 2019

Time	Meetings/Appointment	X	Telephone Record	Priority	Action/Notes
8:00:00 AM		√			
8:30:00 AM		X			
9:00:00 AM					
9:30:00 AM					
10:00:00 AM					
10:30:00 AM					
11:00:00 AM					
11:30:00 AM					
12:00:00 PM					
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4:30:00 PM					
5:00:00 PM					
5:30:00 PM					
6:00:00 PM					
6:30:00 PM					
7:00:00 PM					

Event Scheduler

Date 21-Aug-19

TIME	DESCRIPTION
6:00 AM	Wake up
6:30 AM	Shower
7:30 AM	Leave for work
8:00 AM	Start shift
10:00 AM	Break
12:00 PM	Lunch
1:00 PM	Return to work
1:30 PM	Call corporate
3:00 PM	Break
5:00 PM	Home
6:00 PM	Soccer practice
6:30 AM	Breakfast
7:30 AM	Leave for work

To Do List	Time
Pick up Inshi from school	1:00 PM