

# MY WEEKLY SCHEDULE

- 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**

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

**MONDAY / DEC 4**

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

**FRIDAY / DEC 8**

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

**TUESDAY / DEC 5**