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|  | DAILY WORK PLAN | | | | | | | | | | | | | | |  |
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|  | MORNING BRIEFING | | | | | | |  | EMAILS CHECK AND ANSWERING | | | | | | |  |
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|  |  | 08:45 |  |  | Dialogue between 6 team members using concise and relevant information to promote better work organization |  |  |  | 12:15 |  |  | Checking incoming emails, sorting according to priorities and responding to urgent correspondence |  |  |
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|  | ONLINE MEETING WITH COMPANY X | | | | | | |  | TEAM SCHEDULING | | | | | | |  |
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|  |  | 09:30 |  |  | Organized online meeting to clarify the main specifications for the new software application |  |  |  | 13:30 |  |  | Creating a plan with coordinated activities in time for all members of my team |  |  |
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|  | ERP - ADMINISTRATION | | | | | | |  | DATA EXCHANGE WITH COLLEAGUES | | | | | | |  |
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|  |  | 11:00 |  |  | Daily entries of work orders, records of completed tasks and creation of a production plan for tomorrow based on available inputs |  |  |  | 14:45 |  |  | Sharing knowledge obtained on projects, warnings of critical activities and problems that may arise in near future |  |  |
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|  | MORE ICONS -> | | | | |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | [**© TemplateLab.com**](https://templatelab.com/) | |  |