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|   | DAILY WORK PLAN |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | MORNING BRIEFING |   | EMAILS CHECK AND ANSWERING |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | 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 |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | ONLINE MEETING WITH COMPANY X |   | TEAM SCHEDULING |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | 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 |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | ERP - ADMINISTRATION |   | DATA EXCHANGE WITH COLLEAGUES |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | 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 |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | MORE ICONS -> |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |  [**© TemplateLab.com**](https://templatelab.com/)  |   |