|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **WORK FROM HOME PLAN** | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Tasks | Online Meetings | | | | 1:1 Communication | | | | Plugged In | | | | Coming Soon | | | |  |
|  | TASK #1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 11.01.2023. | | 11:00h |  | 11.01.2023. | | 11:00h |  | 11.01.2023. | | 13.01.2023. |  | 17.01.2023. | |  |  |  |
|  | n | Completed | |  | n | Completed | |  | n | In Progress | |  | n | Not Started | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Marketing | | |  | John Doe | | |  | Priority: High | | |  | Priority: Normal | | |  |  |
|  |  | | |  | Metropol Cruisers | | |  | **New HR application** | | |  | **New Assistant** | | |  |  |
|  |  |  |  |  | **Product Manger** | | |  |  |  |  |  |  |  |  |  |  |
|  | Opportunities to create new marketing strategies on a global level. Presentation by Kevin Moore. | | |  |  | Find a cost-effective solution for monitoring employee engagement and file management. | | |  | Show the new assistant basic tasks and clarify expectations. Share the basic training program and schedule the first sessions. | | |  |  |
|  |  | The possibility of engaging new companies related to the management of the product portfolio. | | |  |  |  |  |
|  | TASK #2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 12.01.2023. | | 08:30h |  | 12.01.2023. | | 12:00h |  | 12.01.2023. | | 19.01.2023. |  | 24.01.2023. | |  |  |  |
|  | n | Cancelled | |  | n | In Progress | |  | n | In Progress | |  | n | Not Started | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | J.Doe & S.Smart | | |  | Billy Whales | | |  | Priority: Normal | | |  | Priority: High | | |  |  |
|  |  | | |  | Company Name | | |  | **Lorem Ipsum** | | |  | **Lorem Ipsum** | | |  |  |
|  |  |  |  |  | **Position** | | |  |  |  |  |  |  |  |  |  |  |
|  | Standby arrangements for investing in the commercialization of products from the children's cosmetics sector. | | |  |  | Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. | | |  | Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies. | | |  |  |
|  |  | Lorem ipsum dolor sit amet, consectetuer adipiscing elit. | | | |  |  |  |
|  | TASK #3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 13.01.2023. | | 14:00h |  | 12.01.2023. | | 13:00h |  | 13.01.2023. | | 24.01.2023. |  | 01.02.2023. | |  |  |  |
|  | n | Not Started | |  | n | In Progress | |  | n | Not Started | |  | n | Not Started | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Branding managers | | |  | Cameron George | | |  | Priority: Normal | | |  | Priority: Low | | |  |  |
|  |  | | |  | Company Name | | |  | **Lorem Ipsum** | | |  | **Lorem Ipsum** | | |  |  |
|  |  |  |  |  | **Position** | | |  |  |  |  |  |  |  |  |  |  |
|  | Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. | | |  |  | Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. | | |  | Lorem ipsum dolor sit amet, consectetuer adipiscing elit. | | |  |  |
|  |  | Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies. | | |  |  |  |  |
|  | TASK #4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 13.01.2023. | | 15:00h |  | 11.01.2023. | | 11:00h |  | 18.01.2023. | | 26.01.2023. |  | 03.02.2023. | |  |  |  |
|  | n | Not Started | |  | n | Not Started | |  | n | Not Started | |  | n | Not Started | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Technologists | | |  | Mia Jacobs | | |  | Priority: Low | | |  | Priority: Normal | | |  |  |
|  |  | | |  | Company Name | | |  | **Lorem Ipsum** | | |  | **Lorem Ipsum** | | |  |  |
|  |  |  |  |  | **Position** | | |  |  |  |  |  |  |  |  |  |  |
|  | Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. | | |  |  | Lorem ipsum dolor sit amet, consectetuer adipiscing elit. | | |  | Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. | | |  |  |
|  |  | Purus lectus malesuada libero, sit amet commodo magna eros quis urna. | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | [© TemplateLab.com](https://templatelab.com/) | | | | | |