|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   | **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/)  |