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|  | EMPLOYEE HOURLY SCHEDULE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  | **08:00** |  |  |  |  |  | **09:00** |  |  |  |  |  | **10:00** |  |  |  |  |  | **11:00** |  |  |  |  |  | **12:00** |  |  |  |
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|  | **EMAIL RESPONDING** | | | | |  | **Q1 PERFORMANCE** | | | | |  | **GIF DESIGN** | | | | |  | **BUG REPORTS** | | | | |  | **COMPLETE POSTS** | | | | |  |
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|  |  | Responding quickly to emails is essential for businesses in today's fast-paced world. It shows that you value the sender's time and effort and helps maintain good customer service. | | |  |  |  | A performance report gives you real-time data regarding your business. This data may be utilized to discover strengths as well as weaknesses, allowing you to make changes and improvements. | | |  |  |  | Create interesting GIF for page loading. GIFs are more interesting to the eye than static images. They add movement to your content and, if you use them the right way, make it a lot easier for your content to stand out. | | |  |  |  | Use this activity along with your coffee break. Rank bugs by importance and share your list with the team. | | |  |  |  | Complete writing posts that are nearly finished. | | |  |  |
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|  | **LUNCH** | | | | |  | **TESTING COLOURS** | | | | |  | **PRESENT IMPROVEMENTS** | | | | |  | **EMAIL RESPONDING** | | | | |  | **EXTRA WORK** | | | | |  |
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|  |  | Lunch break. Food delivery. | | |  |  |  | Make tests and updates to colour selection for each and every page that can be loaded. | | |  |  |  | Present improvements made with loading speed, gifs, colours and posts. Listen to any suggestions from senior management. | | |  |  |  | Responding quickly to emails is essential for businesses in today's fast-paced world. It shows that you value the sender's time and effort and helps maintain good customer service. | | |  |  |  | Put more content to our knowledge base. | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | [© TemplateLab.com](https://templatelab.com/) | | | | |  |
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