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|   |   |   |   |   |   |
|   | APPOINTMENTSRichard HowardWednesday, 17/01/2024 |   |
|   | **TIME** | **APPOINTMENT** | **CONTACT INFO** | **NOTES** |   |
|   | **7:00 AM** |  |  |  |   |
|   | **7:30 AM** |  |  |  |   |
|   | **8:00 AM** | Dentist | mydentist@easydent.com | Remind him about medicine |   |
|   | **8:30 AM** |  |  |  |   |
|   | **9:00 AM** | Conference call - Microsoft Teams |  | Michael, Thomas, and John |   |
|   | **9:30 AM** |  |  |  |   |
|   | **10:00 AM** |  |  |  |   |
|   | **10:30 AM** |  |  |  |   |
|   | **11:00 AM** | Performance review with Emma |   | Bring reports |   |
|   | **11:30 AM** |  |  |  |   |
|   | **12:00 PM** | Consultation with client (Bright Towers) | 910-555-2255 | Try to find out their budget |   |
|   | **12:30 PM** |  |  |  |   |
|   | **1:00 PM** | Site visit to meet with stakeholders |  |  |   |
|   | **1:30 PM** |  |  |  |   |
|   | **2:00 PM** |  |  |  |   |
|   | **2:30 PM** |  |  |  |   |
|   | **3:00 PM** | Lunch (Business meeting) | 555-100-9988 | Call restaurant to reserve |   |
|   | **3:30 PM** |  |  |  |   |
|   | **4:00 PM** |  |  |  |   |
|   | **4:30 PM** |  |  |  |   |
|   | **5:00 PM** |  |  |  |   |
|   | **5:30 PM** |  |  |  |   |
|   | **6:00 PM** |  |  |  |   |
|   | **6:30 PM** |  |  |  |   |
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