

Things to Do Today

- 1 9:00
Meeting ★★★★☆

Meeting Room: 201
- 2 11:30
Reply to Mr. White' e-mail ★★★★☆

Email Address: usduuu@hotmail.com
- 3 11:40
Plan for a training activity ★★★★☆
- 4 13:30
Write monthly report ★★★★☆
- 5 16:00
Afternoon tea
- 6 16:30
See a new customer ★★★★★

Remember to take the document.
- 7 20:00
Check the stock market ★★★★☆

