

Date Book

By Stephen Sisk

Aug 1	2	3	4	5	6	7
Teleconference 5:53am arrange	8:53am Interns	status Meeting 7:08pm visit hr	optimize chair review monthly 8:53am Equity		file papers review dailies 10:08 am Status 9:15pm fiscal	4:45pm budget
8	9	10	11	12	13	14
Analysis due project forecast 5:38pm dept	status meeting 9:15am pRoject		conference call organizE filing 6:08pm duties	audit analysis consumer feed- file filings paper reduction	graph figures offsite archiving file tps report	
15	16	17	18	19	20	21
Supervisor's 6:23pm lunch	Escrow syntax Motorcade internal Affairs 10:08am talk to		7:53pm Project	outreach 11:53am Option	5:38pm Reduce	book business Economics 9:15am virtual
22	23	24	25	26	27	28
	File papers 8:38am status	reduction of 6:08pm Literacy	report expenses 9:15am meeting	8:53am Analysis Graph figures		abacus uSage
29	30	31				
find stapler discuss	interview fiscals due	scheduling				