

December 28, 2020 - January 3, 2021

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday, December 28

- 9:30am - 12:00pm DESK TIME 🗓
- 12:00pm - 1:00pm LUNCH 🗓
- 1:00pm - 2:00pm Daily Team Meeting (Microsoft Teams Meeting) - Mitchell, Claire 🗓
- 3:00pm - 5:00pm DESK TIME 🗓

Tuesday, December 29

- 9:30am - 11:30am DESK TIME 🗓
- 11:30am - 12:00pm Monthly Check-in: HR Director (Teams Meeting) - Eudaly, Chloe 🗓
- 12:00pm - 1:00pm LUNCH 🗓
- 1:00pm - 2:00pm Daily Team Meeting (Microsoft Teams Meeting) - Mitchell, Claire 🗓
- 2:00pm - 4:00pm DESK TIME 🗓
- 4:00pm - 4:30pm Weekly Meeting: Marshall Runkel, Chief of Staff (Comm. Eudaly's Office) - Eudaly, Chloe 🗓

Wednesday, December 30

- 9:30am - 1:00pm DESK TIME 🗓
- 1:00pm - 2:00pm Daily Team Meeting (Microsoft Teams Meeting) - Mitchell, Claire 🗓
- 2:00pm - 5:00pm DESK TIME 🗓
- 5:30pm - 6:30pm Team HH (Microsoft Teams Meeting) - Eudaly, Chloe 🗓

Thursday, December 31

- 9:00am - 10:00am 🗓
- 10:00am - 12:00pm DESK TIME 🗓
- 12:00pm - 1:00pm LUNCH 🗓
- 1:00pm - 2:00pm Daily Team Meeting (Microsoft Teams Meeting) - Mitchell, Claire 🗓
- 2:00pm - 5:00pm DESK TIME 🗓

Friday, January 1

- 12:00pm Commissioner Unavailable 🗓 →
- 12:00pm Commissioner Unavailable 🗓 →
- End of Quarter - Quarterly Reports Due on 15th 🗓

Saturday, January 2

- 12:00pm Commissioner Unavailable 🗓
- 12:00pm Commissioner Unavailable 🗓

Sunday, January 3

- One Year Anniversary 🗓