

7:00am	Loyd's planned arrival time
8:23am	Loyd's actual arrival time (his alarm didn't go off) Visits with Susan about the weekend Stops by Bryan's desk to see when they are going to lunch this week Patty stops him to ask about the quarterly report
8:47am	Loyd arrives at his desk Starts checking email; Listens to voicemail; 5 calls to return
9:00am	Weekly Staff Meeting Loyd's boss needs a sales report by noon
9:25am	Staff meeting ends (25 minutes late) Loyd stays to visit with Joe about his kids
9:45am	Loyd arrives back at his desk Returns one call Phone rings; boss asks if he'll have the report ready by noon Loyd starts working on report
10:15am	Email from Bob in Operations; mandatory Task Force Meeting at 10:30am
10:30am	Task Force Meeting
11:40am	Loyd returns to sales report
11:58am	Loyd submits sales report to boss Phone rings; Jack reminds him that his expense report is due to Finance by 1:00pm Loyd eats at his desk
11:59am	Phone rings; Sally wants to know if Loyd will go to lunch with them today
12:02pm	Text message from Teresa; can we go to lunch today?
12:47pm	Loyd submits expense report Returns to emails
1:00pm	Strategic Planning Meeting
2:15pm	Strategic Planning Meeting ends 15 minutes late; mandatory training conference call started at 2:00pm Loyd checks email during call; errors on sales report, boss needs revision by 4pm
3:30pm	Training Conference Call ends Loyd resumes work on sales report
3:50pm	Call from Joe; emergency Human Resources Committee Meeting from 4pm-4:30pm
3:59pm	Loyd submits revised sales report to boss
4:00pm	Emergency Human Resources Committee Meeting (starts 8 minutes late)
4:45pm	Emergency Human Resource Committee Meeting ends Loyd starts returning the other phone messages from earlier in the day
4:55pm	Boss calls mandatory staff meeting to review the sales report at 5pm
5:00pm	Mandatory Staff Meeting
5:42pm	Staff meeting ends
5:45pm	Loyd rushes out the door for nephew's baseball game