te	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
bic	Money / Accounting / HR Payroll	Sales / Business Dev / Marketing	Purchases / Orgering / Estimates	Production - The Work	Strategy / Ideation / Planning	Catch up/ Prep/ Optional	NO TEchnology D
7:00 AM							
7.00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00:00 PM							
12.00.00 P M							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5.00.014							
5:00 PM							
6:00 PM							
Evening							
	Finance / Accounting / HR Payroll	Sales / Business Dev / Marketing	Purchases / Operating / Estimates	Production- The Work	Strategy	Other	
	Accountant 3	BD Dev Calls	Build Estimates	Work Unit	R and D	Break	
	Bookkeeping 1	3 BD meeting	2 Purchase required Materials	2 Work Unit	R and D	Lunch	
	2	2	2	2	1	0	
	Bookkeeping 2	BD Meeting	Plann Work 5-10 Days out	Work Unit	Business Mod;e Dev	Real JOB	
	2	2	2	2	1	0	
	Invoicing	BD Meeting	Schedule workflows	Work Unit	Strategic Planning	Other	
	2 Billing	2 BR Report REview	1 Inventory	2 Work Unit	1 Competitive Analysis	0	
	2	2	1	2	1		
	HR - Payroll	Content building	Prod. Meeting	- Work Unit	Strategic Foresight		
	2	2	1	2	1		
	AR/AP	Content Building	Shipping /Delivery	Work Unit	Benchmarking		
	2	2	1 Dissoine	2	1 Mantas Communication		
	Financials Review	Website 1	Planning 1	Work Unit	Mentor Communication		