

A Day in the Life



TODAY'S SCHEDULE

8:00AM

8:30AM Log on check email + Teams messages

9:00AM

9:30AM Catch up w/ project team for tasks

10:00AM Update databook + build financial statements

10:30AM

11:00AM

11:30AM Call with Client for questions and edits

12:00PM Internal meeting debrief of Client call

12:30PM Lunch Break

1:00PM

1:30PM Send draft of databook to Project Lead

2:00PM

2:30PM Coffee Break

3:00PM New Project Kickoff Call

3:30PM

4:00PM Start rollforward for Project XYZ

4:30PM

5:00PM

5:30PM Snack Break

6:00PM Connect with Project Lead; send progress update and next steps for tomorrow

TOP PRIORITY



Databook draft to Project Lead

TO DO LIST



Start Project XYZ rollforward



Draft agenda for Kickoff Call



Notes for Kickoff Call

NOTES / REMINDERS

Development goals

Prepare Project Debrief slides for weekly team call

Team Lunch & Learn (Wed)