

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Morning</b></p> <ul style="list-style-type: none"> <li>-update website</li> <li>-update social media</li> <li>-look for trade shows/events</li> </ul> <p><b>Afternoons</b></p> <ul style="list-style-type: none"> <li>-follow-ups for screenings</li> <li>-Look at Advertizing and promotion options</li> </ul>	<p><b>Mornings:</b></p> <ul style="list-style-type: none"> <li>-Prepare for marketing and team meeting</li> </ul> <p><b>Afternoons:</b></p> <ul style="list-style-type: none"> <li>-Cold calls for Lunch &amp; Learns/Health Fairs</li> <li>-New marketing ideas</li> </ul>	<p><b>Mornings:</b></p> <ul style="list-style-type: none"> <li>-Refill handouts</li> <li>-Prepare for screenings</li> <li>-Send reminder messages to screen team</li> </ul> <p><b>Afternoon:</b></p> <ul style="list-style-type: none"> <li>-Networking opportunities</li> </ul>	<p><b>Mornings:</b></p> <ul style="list-style-type: none"> <li>-Help with screening set-ups</li> <li>-Prepare communication sheets</li> </ul> <p><b>Afternoons:</b></p> <ul style="list-style-type: none"> <li>-Cold calls for Lunch &amp; Learns/Health Fairs</li> <li>-Follow ups for earlier calls</li> </ul>	<p><b>Mornings:</b></p> <ul style="list-style-type: none"> <li>-Search for new articles</li> <li>-work on flyers/posters</li> <li>-send all marketing materials to Alex</li> </ul> <p><b>Afternoons:</b></p> <ul style="list-style-type: none"> <li>-Update Brican</li> <li>-change whiteboards</li> <li>-new handouts</li> <li>-compile list of companies to call</li> </ul>