**23 W01 02JAN**

|  |
| --- |
| **WORKING** |
| Admin |

* Gift for farewell party
* Complete travel voucher
* 31MAR Performance appraisal due

|  |
| --- |
| Briefs |

* 05JAN @1100 Brief to client

|  |
| --- |
| Special Projects |

* Recruiting white paper
* Brief for public release
* Updated Waterfall Chart

|  |
| --- |
| Standing Orders |

* Research working group
* Bi-weekly meeting
* Newsletter
* Data working group

|  |
| --- |
| **DAILIES** |
| 2023-01-02 :: Monday |

* Placeholder

|  |
| --- |
| 2023-01-03 :: Tuesday |

* Placeholder

|  |
| --- |
| 2023-01-04 :: Wednesday |

* Placeholder

|  |
| --- |
| 2023-01-05 :: Thursday |

* Placeholder

|  |
| --- |
| 2023-01-06 :: Friday |

* Placeholder

|  |
| --- |
| **BACK BURNER** |

* Census data analysis (release contingent)
* Structural equation modeling paper
* Academic paper

|  |
| --- |
| **PERFORMANCE** |

* Here’s notes on my weeks progress towards performance goal
* At performance period end, these are rolled up into my appraisal