

Beth A. Martin

September 2008



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Appointment and Event Details
	1	2	3	4	5	6	----- Monday, September 01, 2008 ----- Go Live Video Surveillance All Day (Delete files of earlier month.) (day 1 of every 1 month) Elementis Commission Report - Wait on Darrell's OK to run All Day (Office) (day 1 of every 1 month) Pivot Table Extraction and Report - Wait on Darrell's OK to run All Day (Office) (day 1 of every 1 month) Happy Labor Day! 8:00 AM-8:30 AM (Offices Closed) ----- Tuesday, September 09, 2008 -----
7	8	9	10	11	12	13	
	Go Live Video Surveillance	Dynamics File Maintenance					
14	15	16	17	18	19	20	Dynamics File Maintenance All Day (Office) (every 2 weeks on Tuesday) ----- Monday, September 15, 2008 ----- Turn in Quarterly Cell Phone Reimbursement 8:00 AM-8:30 AM (Giles Office) (day 15 of every 3 months from 8:00 AM to 8:30 AM) ----- Wednesday, September 17, 2008 -----
21	22	23	24	25	26	27	
		Dynamics File Maintenance					Check phone system time. 7:30 AM-8:00 AM (Brook's desk.) (every 4 weeks on Wednesday from 7:30 AM to 8:00 AM) ----- Tuesday, September 23, 2008 -----
28	29	30					Dynamics File Maintenance All Day (Office) (every 2 weeks on Tuesday)