This is the ideally weekly schedule with intake, as well as projected times for other possible slotted meetings, work, training, etc.

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| --- | --- | --- | --- | --- | --- |
|  | Thursday | Friday | Monday | Tuesday | Wednesday |
| Morning | * Clean up from previous week * Intake paperwork * Clean up forms with issues with managers | * (Meeting) * Data entry | * (Meeting) * Data Entry | * Data entry * Review rejects * Check Logs * Reject forms * Mail permits * Quality Assurance | * Clean up LAST week’s data * Weekly meeting * Host leaders? |
| Afternoon | * Data Fixes * Data Entry | * Data Entry | * Data entry | * Data Entry * Clean up LAST week’s data * Analysis | * Visits * Weekly meeting * District meetings |
| Evening | * Site Visits |  |  | * Begin Visits * User testing | * Training * Visits * User testing * Training |