☑Subject [▽]	Due Date	Categories	Þ
□ Work on the excel for Theresa (Sprint) - 5E Spare opportunit	Mon 11/11/2	■ Urgent & Important	•
☐ Sign Consignment Contract with Tony (Inland)	Mon 11/11/2	■ Urgent & Important	•
Ship Claro orders	Mon 10/28/2	;	<u> </u>
Set Up Lab-	Sun 10/20/2		<u> </u>
☐ Send prospecting emails to targeted accounts	Mon 11/11/2	Important	Un
send 50 calls/emails/linkedin invite this week	Mon 11/11/2	Important	u _n
$\hfill Review$ and act on Prospect List in excel (Zurich Business unit	. Mon 11/11/2	Important	Un
Respond to Tom Alfieri (Accountant)	Mon 11/11/2	■ Urgent & Important	u _n
Q Ticketing System, Communicate with Mike Trello	Mon 11/11/2	Urgent & Important	**
☑ Manually Update Q DB for Frontier	Sun 10/20/2		\checkmark
□ Jorge Rodriguez (PR Wireless) seek RFQs, follow up Craig's e	Mon 11/11/2	Important	•
☑ ISO audit	Sun 10/20/2		<u> </u>
☐ Hand Over Portal to IT Guy in Brazil	Mon 11/11/2	■ Urgent & Important	u _n
☐ Follow up on new PO from Claro PR - Call Purchasing / Hector	Mon 11/11/2	■ Urgent & Important	
$\ \square$ Follow up Emmitt lock down a meeting date - mention succe	. Mon 11/11/2	■ Urgent & Important	•
☑ Claro POs Update	Sun 10/20/2		\checkmark
□ Call Theresa (Sprint), discuss the gap, seek more business	Mon 11/11/2	Important	Pg.
□ Call Rick Stoufer (Sprint)	Mon 11/11/2	Important	Pg.
□ Call Neville (PR wireless)	Mon 11/11/2	Important	Pg.
\qed Call Emil (Claro DR) - and the buyer that sent us an RFQ befo	. Mon 11/11/2	Important	Pg.
□ Call Craig Rogers (Sprint) - discuss opportunities	Mon 11/11/2	Important	Pg.
Call Artem (Sprint) Review 2020 2019	Mon 11/11/2	Important	Pg.
□ Call Ari (Rogers)	Mon 11/11/2	Important	Pg.
☐ Book the Ticket for Jean	Mon 11/11/2	■ Urgent & Important	•
□ AT&T PR - Liberty Purchase - Reach contacts at At&T	Mon 11/11/2	Important	-
□ Antigua follow up - Daryl	Mon 11/11/2	■ Urgent & Important	Un