📩 Calendar Task: From Your “Client” (Boss)

Hi Cynthia!

I need your help organizing my calendar for July 2025. I want to feel super productive but not overwhelmed. Here’s what I need you to do:

🗓️ General Weekly Structure I’d Like:

• Monday: Admin day (emails, planning, finances)

• Tuesday & Thursday: Client calls between 10 AM – 3 PM (max 3 per day)

• Wednesday: Content creation day (no calls)

• Friday: Light work, team check-in at 11 AM

Important Dates:

• I’m traveling to Cape Town: July 13th–18th (block this as “Vacation”)

• Webinar: July 6th at 7 PM GMT+1

• Content shoot: July 24th at 10 AM

• Monthly review: July 31st at 4 PM

Other Notes:

• Please color-code tasks by type:

🟡 Admin | 🔵 Calls | 🟢 Content | 🔴 Travel

• Add 15 min prep time before all calls.

• Add 30 min breaks every day by 1 PM.

Can you kindly set up the calendar and send me a screenshot when done? You’re the best 💕