Month: October 23						Week 3 - Daily Update						
Task	М	т	w	т	F	13	14	15	16	17	F/up	Deadline
DAILY												
Checking Mini CRM for Socmed Scheduling and UPDATE Calendar												
Daily Email Marketing - Brevo	✓	~				Email Marketing - Brevo Daily Send &	Email Marketing - Brevo Daily Send &					
Blog Indexing						,	Blog Indexing					
							Diog macking					
							Master Contact List					
							KLTG IOS (APP TEMPLATE)					
							Research Apple Books	; 				
							BLUEDALE					
							MANAGEMENT					
							KL THE GUIDE subscribers login					
							KL THE Guide itinerary					
							Update All Bluedale Apps Progress					
							E-commerce / Content Paywall					
							Make new feature like bit.ly					
							Fileserver backup					
							Explore SEO Video SET Bluedale Traffic (
							Meta Business Suite) KL The Guide - Blog					
							Revamp (Backend) KL The Guide - Ebook					
WEEKLY							JP 230K (November)					
Mon - Website & Socmed Tracking & Ebook												
Wed - FB, IG and Tik Tok review												
Wed - Email marketing												
Wed - Analyse Numbers and Improvement												
Mon - Backup CRM to Local Server		~										
MONTHLY												
1st - Website Content Update												
1st - Website marketing and review of number												
15th - Brainstorming on Web & App enhancement												
15th - Add picture and content to the website												
15th- Request indexing website												
30th - PC and software audit												