Multilingual Outreach Tracker

## Client A - Spain

Preferred Language: Russian

Task: Send intro email

Date Assigned: 2024-04-09

Status: Completed

Tools Used: DeepL

Notes: Added local timezone to calendar

## Client B - France

Preferred Language: Russian

Task: Schedule Zoom call

Date Assigned: 2024-04-08

Status: Completed

Tools Used: DeepL

Notes: Used translated template

## Client C - Spain

Preferred Language: Arabic

Task: Schedule Zoom call

Date Assigned: 2024-04-02

Status: Pending

Tools Used: Google Translate

Notes: Avoided idioms/slang in message

## Client D - Nigeria

Preferred Language: Spanish

Task: Review product specs

Date Assigned: 2024-04-06

Status: In Progress

Tools Used: Google Translate

Notes: Added local timezone to calendar

## Client E - France

Preferred Language: Russian

Task: Review product specs

Date Assigned: 2024-04-29

Status: In Progress

Tools Used: Manual Notes

Notes: Added local timezone to calendar

## Client F - Italy

Preferred Language: English

Task: Prepare summary report

Date Assigned: 2024-04-06

Status: Pending

Tools Used: DeepL

Notes: Required cultural tone adjustment

## Client G - Italy

Preferred Language: Spanish

Task: Translate invoice

Date Assigned: 2024-04-18

Status: Completed

Tools Used: DeepL

Notes: Added local timezone to calendar

## Client H - Russia

Preferred Language: Russian

Task: Send intro email

Date Assigned: 2024-04-24

Status: Completed

Tools Used: DeepL

Notes: Avoided idioms/slang in message

## Client I - Italy

Preferred Language: Arabic

Task: Send intro email

Date Assigned: 2024-04-29

Status: Pending

Tools Used: DeepL

Notes: Added local timezone to calendar

## Client J - Spain

Preferred Language: Italian

Task: Schedule Zoom call

Date Assigned: 2024-04-01

Status: Pending

Tools Used: DeepL

Notes: Required cultural tone adjustment

## Client K - Nigeria

Preferred Language: Spanish

Task: Schedule Zoom call

Date Assigned: 2024-04-08

Status: Completed

Tools Used: Google Translate

Notes: Client prefers voice notes

## Client L - UK

Preferred Language: French

Task: Prepare summary report

Date Assigned: 2024-04-24

Status: Completed

Tools Used: DeepL

Notes: Avoided idioms/slang in message

## Client M - France

Preferred Language: Italian

Task: Translate invoice

Date Assigned: 2024-04-30

Status: Pending

Tools Used: Native Email

Notes: Added local timezone to calendar

## Client N - Nigeria

Preferred Language: Italian

Task: Schedule Zoom call

Date Assigned: 2024-04-18

Status: Completed

Tools Used: Google Translate

Notes: Added local timezone to calendar

## Client O - Italy

Preferred Language: French

Task: Translate invoice

Date Assigned: 2024-04-15

Status: In Progress

Tools Used: Google Translate

Notes: Client prefers voice notes