Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tasks

Create a list of daily, weekly, monthly, semesterly, and mission critical tasks. These can include meetings to attend, reports and due dates, milestones, or subscription renewal dates. Include details about how to accomplish these tasks.

Mission Critical Tasks

Daily Tasks

Weekly Tasks

Monthly Tasks

Semester Tasks

Points of Contact

In-house (CGCS) (Who do you answer to/report to?)

Outside the Office

References

List any frequently used documents, books, websites, or regulations that are essential to your job. Include links or a printout. Highlight important sections. [Publication/Website, Link, Notes]: #

Maps and Locations

Calendar of Events/Tasks

This can include subscription renewals, important dates/events in the office.

Lessons Learned