

Period (05-18-2023 - 06-17-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] PDC Other Site Research & Report <a href="https://www.fortlauderdalehomeautomation.com/">https://www.fortlauderdalehomeautomation.com/</a> PDC Technical Fixes	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	18 May 2023 09:15 AM	18 May 2023 10:30 AM	01:15	1.25
Patrick Zeus Ra	Graphic Design Task (2.5 hrs) - Complete	9:40 - 10:30 [Premuim] - Logo edit - <a href="https://drive.google.com/file/d/1p0Qm7KHESrBKhsCjBc1l2zyJTzHbpMeQ/view?usp=share_link">https://drive.google.com/file/d/1p0Qm7KHESrBKhsCjBc1l2zyJTzHbpMeQ/view?usp=share_link</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	18 May 2023 09:40 AM	18 May 2023 10:30 AM	00:50	0.83
May Alvarez	Operations Task (10hrs) - Complete	Send Email to Rebekah for PDC Server and Site Access	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	18 May 2023 12:00 PM	18 May 2023 12:10 PM	00:10	0.17
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:10-11:10 [Mamathrive] -facebook ads -checking of campaign -troubleshooting of Business account due to absence of domain, ad account and pixel -launch cbo campaign	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	18 May 2023 12:43 PM	18 May 2023 01:43 PM	01:00	1

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Operations Task (10hrs) - Complete	PDC Website Audit (Finish Projects and Brand sites) - <a href="https://docs.google.com/document/d/1GG1G6PYcP3Y-CdyO2wwhLRoxlP1G9E-M1S9OCKUk2T8/edit#">https://docs.google.com/document/d/1GG1G6PYcP3Y-CdyO2wwhLRoxlP1G9E-M1S9OCKUk2T8/edit#</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	18 May 2023 01:00 PM	18 May 2023 02:00 PM	01:00	1
May Alvarez	Operations Task (10hrs) - Complete	Review changes by Ashraf on PDC webpages	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	18 May 2023 02:30 PM	18 May 2023 03:00 PM	00:30	0.5
Alex Moronta	Staff Meetings (4 hrs) - Complete	rank math conflict fixed	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	18 May 2023 02:00 PM	18 May 2023 05:00 PM	03:00	3
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	Attended chamber event - met & s/w Anamaria from Castelli real estate. She was going to go through her properties to see about those looking for concierge/preferred vendor services.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	19 May 2023 09:00 AM	19 May 2023 10:00 AM	01:00	1
						Total Logged Time: 158:12	Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:40AM-11:40PM [PDC] -Launch 1 campaign (2 campaigns running) -review event aggregation due to meta's update - create custom audience with slow internet speed via speedtest visitors -review landing page -short meeting with shahid regarding crm-spreadsheet data	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	19 May 2023 12:00 PM	19 May 2023 01:00 PM	01:00	1
Alex Moronta	Staff Meetings (4 hrs) - Complete	fwd phone number and optimization settings	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	19 May 2023 07:00 PM	19 May 2023 10:30 PM	03:30	3.5
May Alvarez	Operations Task (10hrs) - Complete	Prepare for PDC Meeting > Meet with Joms again to fix PDC Ads final	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	22 May 2023 11:30 AM	22 May 2023 12:00 PM	00:30	0.5
May Alvarez	Client Meetings (2 hrs) - Complete	> PDC Meeting	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	22 May 2023 12:00 PM	22 May 2023 12:30 PM	00:30	0.5

Total Logged Time: 158:12

Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:10AM-11:10PM [PDC] -Meeting with Rebekah and May regarding the ads changes (TIME OFFSET) -facebook ads set-up -Analyzing facebook update on tracking conversion	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	22 May 2023 11:44 AM	22 May 2023 12:44 PM	01:00	1
May Alvarez	Operations Task (10hrs) - Complete	> Relay all concerns/minutes of meeting to team	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	22 May 2023 12:30 PM	22 May 2023 12:45 PM	00:15	0.25
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	PDC SEO Content - <a href="https://premiumdigitalcontrol.com/smart-network-solutions-for-businesses/">https://premiumdigitalcontrol.com/smart-network-solutions-for-businesses/</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	22 May 2023 01:50 PM	22 May 2023 02:20 PM	00:30	0.5
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] FLHA Website Analysis Keywords - Organic Search Positions Top Organic Pages <a href="https://docs.google.com/document/d/1bQPAY1D28hdJsps4gD95JAOzoMfVxLfrLAm5Ra4tH6w/edit">https://docs.google.com/document/d/1bQPAY1D28hdJsps4gD95JAOzoMfVxLfrLAm5Ra4tH6w/edit</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	22 May 2023 02:00 PM	22 May 2023 03:15 PM	01:15	1.25
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] SEMrush - Position Tracking Visibility - On-Page Tracking - Done Competitors Link Building Tracking - Done Organic Traffic Insight Setting - Done Content Analysis - Sitemap Issue [will fix] 404 Issues	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	23 May 2023 09:15 AM	23 May 2023 11:30 AM	02:15	2.25

Total Logged Time: 158:12

Total Logged Time: 158.2

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Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	9:40AM-10:40PM [PDC] -analyze metrics - optimize campaign -check engagement rate -research on audience targeting	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	23 May 2023 10:30 AM	23 May 2023 11:30 AM	01:00	1
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	Continue Optimizing PDC Content - Elementor based articles published by Denis before	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	23 May 2023 01:00 PM	23 May 2023 02:00 PM	01:00	1
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Google Search Console Indexing Issues Content Analysis SEMrush <a href="https://i.imgur.com/yhPQ0RM.png">https://i.imgur.com/yhPQ0RM.png</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 May 2023 09:00 AM	24 May 2023 10:15 AM	01:15	1.25
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Google Search Console Indexing Issues Content Analysis SEMrush <a href="https://i.imgur.com/yhPQ0RM.png">https://i.imgur.com/yhPQ0RM.png</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 May 2023 09:00 AM	24 May 2023 10:15 AM	01:15	1.25
Jack Hakimian	Podcast Show Premium Plan (2 hrs) - Complete	Lutron Experiential Center - PDC Podcast	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 May 2023 10:00 AM	24 May 2023 12:00 PM	02:00	2

Total Logged Time: 158:12

Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:30AM-11:30PM [PDC] -set-up domain verification -facebook ads optimization -metrics analysis -placement checking	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 May 2023 11:29 AM	24 May 2023 12:29 PM	01:00	1
Jacob Hakimian	Video & Voice-Over Production (3 Videos) (5hrs) - Complete	Video Recording at Lighting Loft for Premium	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 May 2023 09:00 AM	24 May 2023 12:30 PM	03:30	3.5
May Alvarez	Operations Task (10hrs) - Complete	PDC Operations Tasks > PDC Mobile optimization > PDC Ads	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 May 2023 02:00 PM	24 May 2023 02:20 PM	00:20	0.33
May Alvarez	Staff Meetings (4 hrs) - Complete	Meet with Jacob to discuss Google Ads	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 May 2023 02:20 PM	24 May 2023 02:45 PM	00:25	0.42
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:40AM-11:40PM [PDC] -monitor metrics -short meeting with May -adjust adcopy (remove hashtag due to ad was dark posted)	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	25 May 2023 11:17 AM	25 May 2023 12:17 PM	01:00	1

Total Logged Time: 158:12

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - Complete		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	25 May 2023 04:00 PM	25 May 2023 04:34 PM	00:34	0.57
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - Complete		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	25 May 2023 05:10 PM	25 May 2023 06:00 PM	00:50	0.83
May Alvarez	Staff Meetings (4 hrs) - Complete	Meet with the team to audit website	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	26 May 2023 11:00 AM	26 May 2023 11:30 AM	00:30	0.5
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	At Construction luncheon - met Rob Reiner who is organizing a business event to take place in Margate, emailed PDC	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	26 May 2023 12:00 PM	26 May 2023 01:00 PM	01:00	1
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	11:40AM-12:40PM [PDC] -analyze ad performance -check placement breakdown -checking new perspective on creatives	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	26 May 2023 12:09 PM	26 May 2023 01:09 PM	01:00	1

Total Logged Time: 158:12

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	WordPress Management (4 hrs) - Complete	- Redirected missing pages - Audited pages, make pages responsive, and fix links, videos, banner photos, text colors, etc. [About & Expertise section] - Update homepage banners and CTAs	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	26 May 2023 10:58 AM	26 May 2023 03:25 PM	04:27	4.45
May Alvarez	Operations Task (10hrs) - Complete	> PDC Operations Tasks on Website - Review Homepage and all pages under Expertise and Solutions - Edit in real-time with Web Dev Team - Remove image that client does not want	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	26 May 2023 01:30 PM	26 May 2023 04:00 PM	02:30	2.5
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	PDC SEO Research and Content for June - <a href="https://premiumdigitalcontrol.com/network-solutions-for-business-spaces/">https://premiumdigitalcontrol.com/network-solutions-for-business-spaces/</a> - <a href="https://docs.google.com/document/d/1CJ2AEcoFGss9WoMbjjOeRyaU3WOX2l3qmK0Ry7kmb4Y/edit?usp=sharing">https://docs.google.com/document/d/1CJ2AEcoFGss9WoMbjjOeRyaU3WOX2l3qmK0Ry7kmb4Y/edit?usp=sharing</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	29 May 2023 09:00 AM	29 May 2023 10:00 AM	01:00	1
May Alvarez	Operations Task (10hrs) - Complete	PDC Operations Tasks - Weekly Project Summary Report - Remind Team of their tasks - Check Website and pages - Double Check PDC Weekly Reports	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	29 May 2023 10:00 AM	29 May 2023 11:30 AM	01:30	1.5

Total Logged Time: 158.2

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Operations Task (10hrs) - Complete	> Continue Auditing Website pages	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	29 May 2023 12:00 PM	29 May 2023 12:30 PM	00:30	0.5
Michael Ocampo	WordPress Management (4 hrs) - Complete	- Completed fix contact page map - Completed fix sitemap robot.txt - Updated all font styles, links color - Updated header and footer section - Updated About > megamenu - Updated hamburger menu content (invisible contact info & button color) - Fixed pink links <a href="https://premiumdigitalcontrol.com/e-books/">https://premiumdigitalcontrol.com/e-books/</a> <a href="https://premiumdigitalcontrol.com/invest-in-smart-technology-e-book/">https://premiumdigitalcontrol.com/invest-in-smart-technology-e-book/</a> <a href="https://premiumdigitalcontrol.com/partner-with-us-e-book/">https://premiumdigitalcontrol.com/partner-with-us-e-book/</a> <a href="https://premiumdigitalcontrol.com/control4/">https://premiumdigitalcontrol.com/control4/</a> <a href="https://premiumdigitalcontrol.com/coastal-source/">https://premiumdigitalcontrol.com/coastal-source/</a> <a href="https://premiumdigitalcontrol.com/cresatron/">https://premiumdigitalcontrol.com/cresatron/</a> <a href="https://premiumdigitalcontrol.com/ketra/">https://premiumdigitalcontrol.com/ketra/</a> <a href="https://premiumdigitalcontrol.com/lutron/">https://premiumdigitalcontrol.com/lutron/</a> <a href="https://premiumdigitalcontrol.com/savant/">https://premiumdigitalcontrol.com/savant/</a> <a href="https://premiumdigitalcontrol.com/somfy/">https://premiumdigitalcontrol.com/somfy/</a> <a href="https://premiumdigitalcontrol.com/brands/">https://premiumdigitalcontrol.com/brands/</a> <a href="https://premiumdigitalcontrol.com/home-rental-and-airbnb-owners/">https://premiumdigitalcontrol.com/home-rental-and-airbnb-owners/</a> <a href="https://premiumdigitalcontrol.com/media-center/">https://premiumdigitalcontrol.com/media-center/</a> <a href="https://premiumdigitalcontrol.com/24-7-support/">https://premiumdigitalcontrol.com/24-7-support/</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	29 May 2023 08:30 AM	29 May 2023 03:05 PM	06:35	6.58

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Muhammad Salman	SEO Technical (10 hrs) - Complete	<a href="https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrILHLEcglQ/edit#gid=0">https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrILHLEcglQ/edit#gid=0</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	30 May 2023 09:30 AM	30 May 2023 12:15 PM	02:45	2.75
Jack Hakimian	Client Meetings (2 hrs) - Complete	Weekly WebMeet PDC	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	30 May 2023 12:00 PM	30 May 2023 12:30 PM	00:30	0.5
May Alvarez	Operations Task (10hrs) - Complete	PDC Operations Tasks - Edit landing page for Phase 1 - Meet with Michael to give instructions - Assign task to team - Check GEO Locations sent by Rebekah	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	30 May 2023 01:15 PM	30 May 2023 02:10 PM	00:55	0.92
Michael Ocampo	WordPress Management (4 hrs) - Complete	Updates on landing pages and add top 5 logos (mobile & tablet responsive) <a href="https://premiumdigitalcontrol.com/fb-wifi-network-promo/">https://premiumdigitalcontrol.com/fb-wifi-network-promo/</a> <a href="https://premiumdigitalcontrol.com/google-wifi-network-promo/">https://premiumdigitalcontrol.com/google-wifi-network-promo/</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	30 May 2023 01:55 PM	30 May 2023 03:15 PM	01:20	1.33
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Technical Issues SEMrush Keyword Analysis For backlink <a href="https://docs.google.com/spreadsheets/d/1Dk43ajkwKXM1q-apjhe8_8FRd-NiVhj/edit#gid=1987845851">https://docs.google.com/spreadsheets/d/1Dk43ajkwKXM1q-apjhe8_8FRd-NiVhj/edit#gid=1987845851</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	31 May 2023 12:30 PM	31 May 2023 01:15 PM	00:45	0.75

Total Logged Time: 158:12

Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - Complete		#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	31 May 2023 02:00 PM	31 May 2023 04:00 PM	02:00	2
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	> PDC Article and Research - <a href="https://global-presence-news.ghost.io/enhanced-wifi-vs-traditional-wifi/">https://global-presence-news.ghost.io/enhanced-wifi-vs-traditional-wifi/</a> - <a href="https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrILHLEcglQ/edit#gid=1426517446">https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrILHLEcglQ/edit#gid=1426517446</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	01 Jun 2023 09:00 AM	01 Jun 2023 10:00 AM	01:00	1
May Alvarez	Operations Task (10hrs) - Complete	> PDC Operations Tasks - Watch Jack's video on landing pages edit - Coordinate with Ashraf on landing page edits - assign tasks to team - Check and review Weekly project summary report	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	01 Jun 2023 12:00 PM	01 Jun 2023 01:00 PM	01:00	1
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Technical Issues SEMrush Web2.0 Backlinks Guest Post <a href="https://bookmark-template.com/story16334254/connecting-the-digital-world">https://bookmark-template.com/story16334254/connecting-the-digital-world</a> <a href="https://socialrus.com/story14124556/smart-technology-solutions">https://socialrus.com/story14124556/smart-technology-solutions</a> <a href="https://ztndz.com/story16297836/home-automation-services">https://ztndz.com/story16297836/home-automation-services</a> <a href="https://rotatesites.com/story15451217/home-automation-installation">https://rotatesites.com/story15451217/home-automation-installation</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	01 Jun 2023 12:15 PM	01 Jun 2023 01:15 PM	01:00	1

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Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - Complete		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	01 Jun 2023 03:00 PM	01 Jun 2023 04:30 PM	01:30	1.5
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	Attended pre-event meeting for the Margate Business Event. Took notes, etc.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	01 Jun 2023 07:00 PM	01 Jun 2023 08:00 PM	01:00	1
May Alvarez	Staff Meetings (4 hrs) - Complete	Meet with Ashraf for PDC Tasks	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	02 Jun 2023 09:00 AM	02 Jun 2023 09:30 AM	00:30	0.5
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	Write up notes from Margate pre-event mtg, sent to Jack for any questions. Also sent f/u email to leads made at pompano lunch.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	02 Jun 2023 09:45 AM	02 Jun 2023 10:45 AM	01:00	1
May Alvarez	Operations Task (10hrs) - Complete	PDC Operations Tasks - Audit and Update Weekly Project Sheet - Remind team to update their part	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	02 Jun 2023 09:30 AM	02 Jun 2023 11:00 AM	01:30	1.5
						Total Logged Time: 158:12	Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Technical Issues SEMrush Issues Web 2.0 Backlinks Social Book Mark Business Listing <a href="https://latestsportsupdatesss.blogspot.com/2023/06/home-automation-services.html">https://latestsportsupdatesss.blogspot.com/2023/06/home-automation-services.html</a> <a href="https://dot-jdoe.jimdosite.com/">https://dot-jdoe.jimdosite.com/</a> <a href="https://smartsolutionnn.wixsite.com/my-site">https://smartsolutionnn.wixsite.com/my-site</a> <a href="https://smarthome.bravesites.com/entries/general/Smart-Home-Solutions-Transforming-Living-Spaces-through-Home-Automation-Installation">https://smarthome.bravesites.com/entries/general/Smart-Home-Solutions-Transforming-Living-Spaces-through-Home-Automation-Installation</a> <a href="https://diigo.com/0ssqmz">https://diigo.com/0ssqmz</a> <a href="https://www.tumblr.com/homeautomationn/719019706070269952/home-automation-installation-bringing-smart-home?source=share">https://www.tumblr.com/homeautomationn/719019706070269952/home-automation-installation-bringing-smart-home?source=share</a> <a href="https://www.docdroid.net/uCqGTzA/smart-home-solutions-transforming-living-spaces-through-home-automation-installation-docx">https://www.docdroid.net/uCqGTzA/smart-home-solutions-transforming-living-spaces-through-home-automation-installation-docx</a> <a href="https://www.pearltrees.com/smarttechnologyy/item522048407">https://www.pearltrees.com/smarttechnologyy/item522048407</a> <a href="https://sites.google.com/d/1EeQ-Ok2ix76cNAUfIVByn3siMTegsnEd/p/1WHUqAYtOIMGb9zqCuw1cBFV-d4PTxugn/edit">https://sites.google.com/d/1EeQ-Ok2ix76cNAUfIVByn3siMTegsnEd/p/1WHUqAYtOIMGb9zqCuw1cBFV-d4PTxugn/edit</a> <a href="http://websitebuilder103.website.com/homeautomation561/admin/?event=admin.general.editor">http://websitebuilder103.website.com/homeautomation561/admin/?event=admin.general.editor</a> <a href="https://www.blogger.com/blog/post/edit/2039797981499390662/1449337312370464849">https://www.blogger.com/blog/post/edit/2039797981499390662/1449337312370464849</a> <a href="https://kingslists.com/story15543443/smart-technology-solutions">https://kingslists.com/story15543443/smart-technology-solutions</a> <a href="https://thesocialroi.com/story4251333/home-automation-services">https://thesocialroi.com/story4251333/home-automation-services</a> <a href="https://getidealist.com/story16176421/home-automation-installation">https://getidealist.com/story16176421/home-automation-installation</a> <a href="https://listbell.com/story4332172/smart-home-solution">https://listbell.com/story4332172/smart-home-solution</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	02 Jun 2023 11:15 AM	02 Jun 2023 01:15 PM	02:00	2

Total Logged Time: 158.2

Total Logged Time: 158:12

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)	
		s <a href="https://socialeevity.com/story16159948/smart-technology-solutions">https://socialeevity.com/story16159948/smart-technology-solutions</a> <a href="https://wearethelists.com/story16165774/home-automation-services">https://wearethelists.com/story16165774/home-automation-services</a> <a href="https://toplistar.com/story16163364/home-automation-installation">https://toplistar.com/story16163364/home-automation-installation</a> <a href="https://bookmarkvids.com/story15515882/smart-home-solutions">https://bookmarkvids.com/story15515882/smart-home-solutions</a> <a href="https://bookmarkshut.com/story15196647/smart-technology-solutions">https://bookmarkshut.com/story15196647/smart-technology-solutions</a> <a href="https://webcastlist.com/story15423836/home-automation-services">https://webcastlist.com/story15423836/home-automation-services</a> <a href="https://hylistings.com/story15498182/home-automation-installation">https://hylistings.com/story15498182/home-automation-installation</a> <a href="https://listfav.com/story15958009/smart-home-solutions">https://listfav.com/story15958009/smart-home-solutions</a> <a href="https://bouchesocial.com/story16169536/smart-technology-solutions">https://bouchesocial.com/story16169536/smart-technology-solutions</a> <a href="https://45listing.com/story16192576/home-automation-services">https://45listing.com/story16192576/home-automation-services</a> <a href="https://bookmarkmiracle.com/story15954534/home-automation-installation">https://bookmarkmiracle.com/story15954534/home-automation-installation</a>						
Jack Hakimian	Podcast Show Premium Plan (2 hrs) - Complete	PDC Podcast from MBF Home	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	02 Jun 2023 01:30 PM	02 Jun 2023 03:30 PM	02:00	2	
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - Complete		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	02 Jun 2023 02:30 PM	02 Jun 2023 04:00 PM	01:30	1.5	
						Total Logged Time: 158:12	Total Logged Time: 158.2	

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alex Moronta	WordPress Management (4 hrs) - Complete	plugin validation	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	02 Jun 2023 07:00 PM	02 Jun 2023 07:24 PM	00:24	0.4
May Alvarez	Operations Task (10hrs) - Complete	PDC Operations Tasks > Remind team of the project weekly report tasks > Check-in on the website and forward issues to Web Dev Team > Assist Team in PDC task questions > Pull up previous emails and > Get ready for the meeting	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Jun 2023 09:30 AM	05 Jun 2023 11:00 AM	01:30	1.5
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC - 2 Keywords] Web2.0 Backlinks Social Book Mark Business Listing <a href="https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1259098536">https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1259098536</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Jun 2023 10:30 AM	05 Jun 2023 11:30 AM	01:00	1
Jacob Hakimian	Video & Voice-Over Production (3 Videos) (5hrs) - In Progress	Lutron Videos	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Jun 2023 09:00 AM	05 Jun 2023 12:00 PM	03:00	3

Total Logged Time: 158:12

Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Jack Hakimian	Client Meetings (2 hrs) - In Progress		#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Jun 2023 12:00 PM	05 Jun 2023 12:30 PM	00:30	0.5
Marti Soroka	Client Meetings (2 hrs) - Complete		#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Jun 2023 12:00 PM	05 Jun 2023 12:40 PM	00:40	0.67
Jack Hakimian	Client Meetings (2 hrs) - Complete	Weekly meeting with client	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Jun 2023 12:00 PM	05 Jun 2023 12:43 PM	00:43	0.72
May Alvarez	Client Meetings (2 hrs) - Complete	PDC Meeting	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Jun 2023 12:00 PM	05 Jun 2023 12:45 PM	00:45	0.75
Alex Moronta	WordPress Management (4 hrs) - Complete	workflow validations	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Jun 2023 01:00 PM	05 Jun 2023 04:00 PM	03:00	3

Total Logged Time: 158:12

Total Logged Time: 158.2



Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	WordPress Management (4 hrs) - Complete	Fixed form notification logos and add premiumdigitalcontrol@gmail.com to all lead forms	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Jun 2023 04:00 PM	05 Jun 2023 04:30 PM	00:30	0.5
May Alvarez	Staff Meetings (4 hrs) - Complete	> Meet with Ashraf re: PDC Blogpage and Financing page	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Jun 2023 10:00 AM	06 Jun 2023 10:30 AM	00:30	0.5
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] 2 Guest Post 4 Web2.0 Backlinks 5 Social Book Mark <a href="https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1259098536">https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1259098536</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Jun 2023 10:00 AM	06 Jun 2023 11:00 AM	01:00	1
May Alvarez	Operations Task (10hrs) - Complete	Create Content for Financing page - <a href="https://docs.google.com/document/d/1GxfHwurAgC3wDhGUuoTGp3Tw1UR7E_qpuRwnKxDwFF8/edit#">https://docs.google.com/document/d/1GxfHwurAgC3wDhGUuoTGp3Tw1UR7E_qpuRwnKxDwFF8/edit#</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Jun 2023 10:30 AM	06 Jun 2023 11:00 AM	00:30	0.5
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	Categorize PDC Blogs for content pillars	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Jun 2023 11:00 AM	06 Jun 2023 11:30 AM	00:30	0.5

Total Logged Time: 158:12

Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Shahid	CRM Management (4 hrs) - Complete	- Please make sure the leads are going to lead section and not companies and all these are inputted	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Jun 2023 08:30 AM	06 Jun 2023 11:30 AM	03:00	3
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	Invited to attend Delray Chamber non profit luncheon,. While there - met 2 gentlemen 1 of which was in cabinetry biz and said he would do info to other contractors/construction or other potential folks. Also met with another person who represents Willow & Palm Construction.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Jun 2023 11:30 AM	06 Jun 2023 12:30 PM	01:00	1
Jacob Hakimian	Video & Voice-Over Production (3 Videos) (5hrs) - In Progress		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Jun 2023 11:10 AM	06 Jun 2023 01:00 PM	01:50	1.83
Alex Moronta	WordPress Management (4 hrs) - Complete	workflow validations	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Jun 2023 12:00 PM	06 Jun 2023 03:00 PM	03:00	3
						Total Logged Time: 158:12	Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	Call with Randy to review margate event	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Jun 2023 03:00 PM	06 Jun 2023 03:30 PM	00:30	0.5
May Alvarez	Staff Meetings (4 hrs) - Complete	Meet with Jack and Shahid to fix PDC CRM lead source issue	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Jun 2023 02:00 PM	06 Jun 2023 03:30 PM	01:30	1.5
Muhammad Shahid	CRM Management (4 hrs) - Complete	- where are the "Google WiFi Network Ad" source link. - create in cpanel for each client their own SMTP - Fixed subdomain	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	07 Jun 2023 08:15 AM	07 Jun 2023 11:15 AM	03:00	3
May Alvarez	Operations Task (10hrs) - Complete	PDC Operations Tasks > Assign Tasks to team > Go through the Expertise landing pages and talk with Ashraf about the tasks needed > Screenshot all template layout needed for all landing pages	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	07 Jun 2023 11:00 AM	07 Jun 2023 11:20 AM	00:20	0.33
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Website Visibility 8 Web2.0 Backlinks 5 Social Book Mark 6 Guest Post https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1259098536	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	07 Jun 2023 10:45 AM	07 Jun 2023 11:45 AM	01:00	1

Total Logged Time: 158:12

Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alex Moronta	WordPress Management (4 hrs) - Complete	workflow validations	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	07 Jun 2023 11:00 AM	07 Jun 2023 02:00 PM	03:00	3
Michael Ocampo	WordPress Management (4 hrs) - Complete	- Updated header menu - sticky (Responsive) - Adjusted icons, links and layout.	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	07 Jun 2023 02:26 PM	07 Jun 2023 03:45 PM	01:19	1.32
May Alvarez	Operations Task (10hrs) - Complete	PDC Operations Tasks > Assign Tasks to Team > Review Updates of Tasks > Make sure all changes needed on the website are applied > Check leads on the CRM > Solve PDC CRM log-in	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	08 Jun 2023 09:00 AM	08 Jun 2023 11:00 AM	02:00	2
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] 2 Web2.0 Backlinks 4 Social Book Mark <a href="https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=974845329">https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=974845329</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	08 Jun 2023 10:45 AM	08 Jun 2023 11:45 AM	01:00	1
Alex Moronta	WordPress Management (4 hrs) - Complete	workflow validations	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	08 Jun 2023 10:00 AM	08 Jun 2023 01:00 PM	03:00	3

Total Logged Time: 158:12

Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	PDC New SEO Strategy Content Application - Categorize blogs - done, categorized all - Arrange category order - sent to ashraf - Up date content hub - <a href="https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrILHLEcglQ/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrILHLEcglQ/edit?usp=sharing</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	08 Jun 2023 01:00 PM	08 Jun 2023 03:00 PM	02:00	2
May Alvarez	Operations Task (10hrs) - Complete	PDC Operations Tasks > Meet with Ashraf to discuss adding Financing in all landing pages > Check the blog page for proper filter > Discuss the video (short form) updates with Jacob so he can send to Rebekah	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	09 Jun 2023 10:00 AM	09 Jun 2023 11:00 AM	01:00	1
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Web2.0 Backlinks Social Book Mark Guest Post <a href="https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=974845329">https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=974845329</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	09 Jun 2023 10:30 AM	09 Jun 2023 11:30 AM	01:00	1
Jacob Hakimian	Video & Voice-Over Production (3 Videos) (5hrs) - In Progress	Lutron Videos	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	09 Jun 2023 10:00 AM	09 Jun 2023 01:00 PM	03:00	3

Total Logged Time: 158:12

Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Operations Task (10hrs) - Complete	PDC Website Operations Tasks - Validated with team the status of set-up - SMTP - Sendgrid - Google Analytics	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	09 Jun 2023 01:00 PM	09 Jun 2023 01:30 PM	00:30	0.5
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - In Progress		#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	09 Jun 2023 01:00 PM	09 Jun 2023 03:00 PM	02:00	2
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	Margate Biz Event	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	10 Jun 2023 01:00 PM	10 Jun 2023 06:00 PM	05:00	5
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] SEMrush 4 Web2.0 Backlinks 5 Social Book Mark 3 Guest Post 2 Profile Creation <a href="https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1880353369">https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1880353369</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Jun 2023 10:15 AM	12 Jun 2023 11:15 AM	01:00	1
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - In Progress		#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Jun 2023 10:00 AM	12 Jun 2023 12:00 PM	02:00	2

Total Logged Time: 158:12

Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Jack Hakimian	Client Meetings (2 hrs) - Complete	Weekly WebMeet PDC	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Jun 2023 12:00 PM	12 Jun 2023 12:30 PM	00:30	0.5
Jacob Hakimian	Client Meetings (2 hrs) - In Progress		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Jun 2023 12:00 PM	12 Jun 2023 12:40 PM	00:40	0.67
May Alvarez	Client Meetings (2 hrs) - Complete	Meeting with PDC	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Jun 2023 12:15 PM	12 Jun 2023 12:45 PM	00:30	0.5
May Alvarez	Operations Task (10hrs) - Complete	> Check all landing pages changes by Ashraf because we'll be running all ads > Check PDC CRM for the leads	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Jun 2023 01:25 PM	12 Jun 2023 01:45 PM	00:20	0.33
Alex Moronta	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - In Progress	twilio Business hours function	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Jun 2023 06:00 PM	12 Jun 2023 09:00 PM	03:00	3

Total Logged Time: 158:12

Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] SEMrush Web2.0 Backlinks Social Book Mark Guest Post <a href="https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1880353369">https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1880353369</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	13 Jun 2023 11:00 AM	13 Jun 2023 12:00 PM	01:00	1
Jacob Hakimian	Video & Voice-Over Production (3 Videos) (5hrs) - In Progress		#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	13 Jun 2023 10:50 AM	13 Jun 2023 01:00 PM	02:10	2.17
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	PDC SEO Articles - <a href="https://docs.google.com/document/d/1ADKkpfoA4dE0iFhQLACtBX9i1xPofkzcV17IlmGvwBg/edit?usp=sharing">https://docs.google.com/document/d/1ADKkpfoA4dE0iFhQLACtBX9i1xPofkzcV17IlmGvwBg/edit?usp=sharing</a> - <a href="https://docs.google.com/document/d/1H3Wy2pgS-Hfas0rqcq-t0nWRc4xKhwz3a4FAAGK8bmQ/edit?usp=drive_link">https://docs.google.com/document/d/1H3Wy2pgS-Hfas0rqcq-t0nWRc4xKhwz3a4FAAGK8bmQ/edit?usp=drive_link</a> - <a href="https://docs.google.com/document/d/1H3Wy2pgS-Hfas0rqcq-t0nWRc4xKhwz3a4FAAGK8bmQ/edit?usp=drive_link">https://docs.google.com/document/d/1H3Wy2pgS-Hfas0rqcq-t0nWRc4xKhwz3a4FAAGK8bmQ/edit?usp=drive_link</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	13 Jun 2023 12:45 PM	13 Jun 2023 01:45 PM	01:00	1
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - In Progress		#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	13 Jun 2023 02:30 PM	13 Jun 2023 03:30 PM	01:00	1

Total Logged Time: 158:12

Total Logged Time: 158.2



Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] SEMrush Web2.0 Backlinks Social Book Mark Guest Post <a href="https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1940157201">https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1940157201</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	14 Jun 2023 10:45 AM	14 Jun 2023 11:45 AM	01:00	1
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - In Progress		#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	14 Jun 2023 04:30 PM	14 Jun 2023 05:30 PM	01:00	1
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] SEMrush Web2.0 Backlinks Social Book Mark Guest Post <a href="https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1106966435">https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1106966435</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	15 Jun 2023 10:20 AM	15 Jun 2023 11:20 AM	01:00	1
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	PDC SEO Articles > Articles: <a href="https://premiumdigitalcontrol.com/what-is-smart-home-automation-explained/">https://premiumdigitalcontrol.com/what-is-smart-home-automation-explained/</a> > Save articles in the back-end for publishing - <a href="https://docs.google.com/document/d/1H3Wy2pgS-Hfas0rqcq-t0nWRc4xKh wz3a4FAAGK8bmQ/edit?usp=sharing">https://docs.google.com/document/d/1H3Wy2pgS-Hfas0rqcq-t0nWRc4xKh wz3a4FAAGK8bmQ/edit?usp=sharing</a> > Add subtopics to content pillar - <a href="https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrILHLEcglQ/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrILHLEcglQ/edit?usp=sharing</a>	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	15 Jun 2023 11:00 AM	15 Jun 2023 12:00 PM	01:00	1

Total Logged Time: 158:12

Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Operations Task (10hrs) - Complete	PDC Operations Tasks > Reply to client email > Assign task to team > Monitor website to remove “free consultation”	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	15 Jun 2023 12:00 PM	15 Jun 2023 01:00 PM	01:00	1
Jacob Hakimian	Video & Voice-Over Production (3 Videos) (5hrs) - In Progress	- Video Fixes - New Short Promo Video	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	15 Jun 2023 11:00 AM	15 Jun 2023 01:00 PM	02:00	2
Muhammad Shahid	CRM Management (4 hrs) - Complete	- this lead came into CRM with no lead source	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	15 Jun 2023 12:45 PM	15 Jun 2023 01:45 PM	01:00	1
Muhammad Shahid	CRM Management (4 hrs) - Complete	- this lead came into CRM with no lead source	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	15 Jun 2023 12:45 PM	15 Jun 2023 01:45 PM	01:00	1
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - In Progress		#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	15 Jun 2023 02:00 PM	15 Jun 2023 03:00 PM	01:00	1

Total Logged Time: 158:12

Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	PDC SEO Tasks - On- Page: <a href="https://premiumdigitalcontrol.com/how-to-get-started-with-smart-home-technology/">https://premiumdigitalcontrol.com/how-to-get-started-with-smart-home-technology/</a> - Off-page: <a href="https://www.quora.com/What-is-the-future-scope-of-home-automation/answer/Global-Presence-Marketing?prompt_topic_bio=1">https://www.quora.com/What-is-the-future-scope-of-home-automation/answer/Global-Presence-Marketing?prompt_topic_bio=1</a>	#460 - General Project s: PremiumDigitalContr ol.com (63hr,18r) - Pre mium Digital Control a nd Automation	16 Jun 2023 08:00 AM	16 Jun 2023 09:35 AM	01:35	1.58
May Alvarez	Operations Task (10hrs) - Co mplete	Update Content Hub: <a href="https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrLHLEcglQ/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrLHLEcglQ/edit?usp=sharing</a> - Update Project sheet: <a href="https://docs.google.com/spreadsheets/d/1RGpko-zJodfVKHZyDXuzJK-8z2qt4WMnZplnmpRPbz0/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1RGpko-zJodfVKHZyDXuzJK-8z2qt4WMnZplnmpRPbz0/edit?usp=sharing</a> - Remind team of their tasks - C heck in with Jack about GPM access for FB Ads	#460 - General Project s: PremiumDigitalContr ol.com (63hr,18r) - Pre mium Digital Control a nd Automation	16 Jun 2023 09:30 AM	16 Jun 2023 10:00 AM	00:30	0.5
Muhammad Salman	SEO Technical (10 hrs) - Com plete	[PDC] SEMrush Web2.0 Backlinks Social Boo k Mark Guest Post <a href="https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1259098536">https://docs.google.com/spreadsheets/d/1YzeANsEaKDY05JpalxtdCAUgtYU4V9jR/edit#gid=1259098536</a>	#460 - General Project s: PremiumDigitalContr ol.com (63hr,18r) - Pre mium Digital Control a nd Automation	16 Jun 2023 10:45 AM	16 Jun 2023 11:45 AM	01:00	1
Muhammad Shahid	CRM Management (4 hrs) - C omplete	- this lead came into CRM with no lead sour ce	#460 - General Project s: PremiumDigitalContr ol.com (63hr,18r) - Pre mium Digital Control a nd Automation	16 Jun 2023 11:00 AM	16 Jun 2023 12:00 PM	01:00	1

Total Logged Time: 158:12

Total Logged Time: 158.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - In Progress		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	16 Jun 2023 11:30 AM	16 Jun 2023 01:00 PM	01:30	1.5
						Total Logged Time: 158:12	Total Logged Time: 158.2