

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

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Lizzy Ogot	SEO Content Content (8 hrs/ 8 Articles OnPage and 8 OffPage) - Complete	1 on-page and 1 off-page blog for Lauderhill https://www.lauderhillmall.net/news/a-practical-guide-to-effective-monthly-saving-and-budgeting https://www.reddit.com/user/gpm-777/comments/14g257j/how_to_achieve_effective_monthly_saving_and/	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	14 Jun 2023 09:00 AM	14 Jun 2023 11:00 AM	02:00	2
Lizzy Ogot	SEO Content Content (8 hrs/ 8 Articles OnPage and 8 OffPage) - Complete	1 on-page and 1 off-page blog for Laurhill https://www.lauderhillmall.net/news/7-outdoor-summer-vacation-ideas-in-florida https://lauderdalehillmall.blogspot.com/2023/06/7-exciting-summer-vacation-ideas-for.html	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	13 Jun 2023 09:00 AM	13 Jun 2023 11:00 AM	02:00	2
May Alvarez	Operations Check Ins (2hrs) - Complete	Review Articles for Publishing: - https://docs.google.com/document/d/1k3KZGiRwBVxEHzzGGgBJ3s1-Y3mjEekYm04_fgyuGgE/edit?usp=sharing - https://docs.google.com/document/d/1D1dukY2C24BfjDC01vH-02dnvjHPqc2-aVAtABOybgA/edit?usp=sharing	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	13 Jun 2023 07:45 AM	13 Jun 2023 08:15 AM	00:30	0.5
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	Updated featured shops & restaurants rotation on homepage	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	09 Jun 2023 08:40 AM	09 Jun 2023 09:00 AM	00:20	0.33
						Total Logged Time: 15:10	Total Logged Time: 15.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Operations Check Ins (2hrs) - Complete	Lauderhill Mall Operations Tasks - Check website banners - Audit blogs published - Check and audit content calendar - Remind Lizzy of her tasks	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	07 Jun 2023 11:20 AM	07 Jun 2023 12:00 PM	00:40	0.67
Pawel Frankowski	Monthly Site and Plgin Updates with https://mysites.guru/ - Complete		#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	07 Jun 2023 02:53 AM	07 Jun 2023 03:38 AM	00:45	0.76
May Alvarez	Operations Check Ins (2hrs) - Complete	Lauderhill Mall Tasks - Check website for the video and pop up shop - Add task to upload pop-up shop poster on the website - done https://drive.google.com/file/d/13bbgbQu1weoSB4O1fbTgaiMdGPNHpbda/view?usp=drive_link	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	02 Jun 2023 01:40 PM	02 Jun 2023 02:00 PM	00:20	0.33
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	- Removed easter video - Replaced pop-up poster	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	02 Jun 2023 01:05 PM	02 Jun 2023 01:15 PM	00:10	0.17
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - Complete	- Create graphics for pop-up shop social media post - https://www.canva.com/design/D AFjeVvzZE0/1e7pTp143xNDSJWRJ0FGjg/edit?utm_content=DAFjeVvzZE0&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton - Schedule pop-up shop poster on social pilot - scheduled	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	02 Jun 2023 12:45 PM	02 Jun 2023 01:40 PM	00:55	0.92
						Total Logged Time: 15:10	Total Logged Time: 15.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - Complete	Lauderhill Operations Tasks - Checked the social media posts if posting as per schedule - Check the content calendar and articles published - https://docs.google.com/spreadsheets/d/1EIEo8CTVeSswNrKYG7W73CgqRcdewdKK-wX38bKkgrY/edit#gid=936737271	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	01 Jun 2023 01:30 PM	01 Jun 2023 02:00 PM	00:30	0.5
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	Fixed wevideo to be responsive too (Uploaded to youtube)	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	31 May 2023 09:55 AM	31 May 2023 10:50 AM	00:55	0.92
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	Updated homepage add new video (responsive) trying to get wevideo responsive too	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	30 May 2023 03:15 PM	30 May 2023 03:45 PM	00:30	0.5
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - Complete	Lauderhill Mall Tasks - Schedule Lauderhill Mall SM Posts - All posts scheduled - Add Juneteenth Social Media Post and Graphics - https://www.canva.com/design/DAFjeVvzZE0/1e7pTp143xNDSJWRJ0FGjg/edit?utm_content=DAFjeVvzZE0&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	30 May 2023 12:30 PM	30 May 2023 01:15 PM	00:45	0.75

Total Logged Time: 15:10

Total Logged Time: 15.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	Updated featured banners	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	26 May 2023 03:25 PM	26 May 2023 03:45 PM	00:20	0.33
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - Complete	- Schedule Social Media Posts (memorial day and graduation)	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	26 May 2023 12:45 PM	26 May 2023 01:00 PM	00:15	0.25
May Alvarez	Operations Check Ins (2hrs) - Complete	- Speak with Yoram - Forward content to Lizzy	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	26 May 2023 12:00 PM	26 May 2023 12:45 PM	00:45	0.75
May Alvarez	Social Media Content Creation & Ad Management (5 Hrs) - Complete	Operations Tasks - Send Lauderhill Mall SM Posts for approval - sent - Texted Yoram re: Lauderhill	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	22 May 2023 03:00 PM	22 May 2023 03:30 PM	00:30	0.5
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - Complete	Schedule in Social Pilot - scheduled remaining May posts > Content, Graphics for Social Media Posts - https://www.canva.com/design/DAFjeVvzZE0/1e7pTp143xNDSJWRJ0FGjg/edit?ui=eyJGljp7fX0&analyticsCorrelationId=b18f74c2-bafe-42b9-af59-d18b943d49cb	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	20 May 2023 01:00 PM	20 May 2023 03:00 PM	02:00	2
						Total Logged Time: 15:10	Total Logged Time: 15.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Operations Check Ins (2hrs) - Complete	- Check Lauderhill Mall projects and tasks	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	19 May 2023 03:00 PM	19 May 2023 03:15 PM	00:15	0.25
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	Updated main banner	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	19 May 2023 08:30 AM	19 May 2023 09:15 AM	00:45	0.75
						Total Logged Time: 15:10	Total Logged Time: 15.17