Period (03-16-2023 - 04-17-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Tomoni Majarucon	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	10:15 AM - 10:30 AM [PREMIUM] Review research - https://docs.google.com/document/d/1vD9Md9ApXJ9V16-rA2pubYPufYlECX1OPyS5CycdGu8/edit#	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	16 Mar 2023 01:00 AM	16 Mar 2023 01:15 AM	00:15	0.25
Tomoni Majarucon	Staff Meetings (4 hrs) - Complete	10:30 AM - 11:55 AM [PREMIUM] CRM Project - done	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	16 Mar 2023 01:00 AM	16 Mar 2023 02:25 AM	01:25	1.42
Jack Hakimian	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	@Maria Vinzon @Alma Puente Lets make all the popups voice overs we did or transform into	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	16 Mar 2023 11:02 AM	16 Mar 2023 11:03 AM	00:00	0.01
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	-Social media and project follow up tasks, focus: content calendar, social media ads posts, organic posts	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	16 Mar 2023 12:00 PM	16 Mar 2023 01:45 PM	01:45	1.75
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	WordPress Management (4 hrs) - Complete	Check Missing Content for Premium and Note the content needed for landing pages - https://premiumdigitalcontrol.globalpresence.org/ https://docs.google.com/document/d/1GxfHwurAgC3wDhGUuoTGp3Tw1UR7E_qpuRwnKxDwFF8/edit?usp=sharing	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	16 Mar 2023 10:15 PM	16 Mar 2023 10:30 PM	00:15	0.25
Tomoni Majarucon	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	11:00 AM - 11:30 AM [GPM] SEO calendar adjustments - https://docs.google.com/spreadsheets/d/1Q09AzN6HK_VzPulk6U0JP7nWOhBKHaW8rq9pdvYlWvY/edit#gid=871092537	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 Mar 2023 01:00 AM	17 Mar 2023 01:30 AM	00:30	0.5
Tomoni Majarucon	WordPress Management (4 hrs) - Complete	12:00 PM - 12:30 PM [PREMIUM] Landing pages content - https://docs.google.com/document/d/1GxfHwurAgC3wDhGUuoTGp3Tw1UR7E_qpuRwnKxDwFF8/edit#	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 Mar 2023 01:00 AM	17 Mar 2023 01:30 AM	00:30	0.5
Tomoni Majarucon	Staff Meetings (4 hrs) - Complete	1:30 PM - 2:00 PM [PREMIUM] Quick meeting with Alma and Joms - done	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 Mar 2023 02:00 AM	17 Mar 2023 02:30 AM	00:30	0.5
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	WordPress Management (4 hrs) - Complete	- Check Landing pages layout and update - https://premiumdigitalcontrol.globalpresence.org/landing-page-phase-1/ - https://premiumdigitalcontrol.globalpresence.org/landing-page-phase-2/ - Send video explanation to Ashraf regarding landing pages tasks - Clarify with the team about landing pages priority	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 Mar 2023 11:45 AM	17 Mar 2023 12:10 PM	00:25	0.42
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	-Social media and project follow up tasks, focus: finish content calendar, social media ads posts adjustments, organic posts, prepare everything to launch on Monday, send email to Rebekah with content calendar, etc.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 Mar 2023 12:00 PM	17 Mar 2023 02:00 PM	02:00	2
Alma Puente	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	-Work on social media ads copies and posts, make adjustments, etc	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 Mar 2023 02:00 PM	17 Mar 2023 04:15 PM	02:15	2.25
Alex Moronta	WordPress Management (4 hrs) - Complete	fix sticky header and install lms plugin	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	18 Mar 2023 07:00 AM	18 Mar 2023 08:30 AM	01:30	1.5
						Total Logged Time: 177:12	Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	WordPress Management (4 hrs) - Complete	Copied e-books pages and added forms to it then copied privacy policy and terms condition page https://premiumdigitalcontrol.globalpresence.org/e-books http://premiumdigitalcontrol.globalpresence.org/partner-with-us-e-book/ http://premiumdigitalcontrol.globalpresence.org/invest-in-smart-technology-e-book/ http://premiumdigitalcontrol.globalpresence.org/about/terms-conditions/ http://premiumdigitalcontrol.globalpresence.org/about/privacy-policy/	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	19 Mar 2023 10:00 AM	19 Mar 2023 03:00 PM	05:00	5
Tomoni Majarucon	WordPress Management (4 hrs) - Complete	10:45 AM - 11:30 PM [PREMIUM] Landing pages content - https://docs.google.com/document/d/1GxfHwurAgC3wDhGUuoTGp3Tw1UR7E_qpuRwnKxDwFF8/edit# https://premiumdigitalcontrol.globalpresence.org/homepage-landing/	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	20 Mar 2023 01:00 AM	20 Mar 2023 01:45 AM	00:45	0.75
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	-Social media, project follow up tasks (pre-launch)	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	20 Mar 2023 12:30 PM	20 Mar 2023 01:30 PM	01:00	1
						Total Logged Time: 177:12	Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alma Puente	Staff Meetings (4 hrs) - Complete	Team meeting	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	20 Mar 2023 01:30 PM	20 Mar 2023 02:30 PM	01:00	1
May Alvarez	WordPress Management (4 hrs) - Complete	Adjustment on Premium Website : https://premiumdigitalcontrol.globalpresence.org/ - Create content for CTA section on the blog pages - Check website pages for errors/mistakes	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	20 Mar 2023 02:00 PM	20 Mar 2023 02:35 PM	00:35	0.58
Alma Puente	Video & Voice-Over Production (3 Videos) (5hrs) - Complete	Video adjustments	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	20 Mar 2023 02:30 PM	20 Mar 2023 03:30 PM	01:00	1
Michael Ocampo	WordPress Management (4 hrs) - Complete	Changed all "Ideas" to "blog", fixed font styles and colors, modified footer, changed heading titles and submenu titles, CTAs, homepage modifications, updated video+thumbnail in homepage, and copied the latest blog https://www.premiumdigitalcontrol.com/blog/sonys-av-receivers-13-2-channels-soundbar-integration-360-spatial-sound-mapping	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	20 Mar 2023 01:00 PM	20 Mar 2023 06:00 PM	05:00	5
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Tomoni Majarucon	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	12:30 - 1:00 PM [PREMIUM] Calendar adjustments - https://docs.google.com/spreadsheets/d/1ajls18t1P6seR0vXXZdw0VZvtDAsZbyDk_5XozRJCvg/edit#gid=764592033	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	21 Mar 2023 01:00 AM	21 Mar 2023 01:30 AM	00:30	0.5
Tomoni Majarucon	WordPress Management (4 hrs) - Complete	11:45 AM - 12:30 PM [PREMIUM] Audit content - https://docs.google.com/document/d/1QCBFn3m2bMZp1KSR3L6H5Wno3JP7dENMSlFfKmnl2og/edit	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	21 Mar 2023 01:00 AM	21 Mar 2023 01:45 AM	00:45	0.75
Alma Puente	WordPress Management (4 hrs) - Complete	-Website audit, project follow up tasks (pre-launch), video adjustments and other ad hoc tasks	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	21 Mar 2023 11:15 AM	21 Mar 2023 12:50 PM	01:35	1.58
Michael Ocampo	WordPress Management (4 hrs) - Complete	Website updates - https://docs.google.com/document/d/1QCBFn3m2bMZp1KSR3L6H5Wno3JP7dENMSlFfKmnl2og/edit#	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	21 Mar 2023 11:00 AM	21 Mar 2023 04:00 PM	05:00	5
Tomoni Majarucon	WordPress Management (4 hrs) - Complete	1:00 PM - 1:30 PM [PREMIUM] Website audit and adjustments - https://docs.google.com/document/d/1QCBFn3m2bMZp1KSR3L6H5Wno3JP7dENMSlFfKmnl2og/edit	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	22 Mar 2023 01:00 AM	22 Mar 2023 01:30 AM	00:30	0.5
						Total Logged Time: 177:12	Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alma Puente	WordPress Management (4 hrs) - Complete	-Website audit, project follow up tasks (pre-launch), video adjustments and other ad hoc tasks	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	22 Mar 2023 01:15 PM	22 Mar 2023 02:00 PM	00:45	0.75
Michael Ocampo	WordPress Management (4 hrs) - Complete	Website updates - https://docs.google.com/document/d/1QCBFn3m2bMZp1KSR3L6H5Wno3JP7dENMSlFfKmnl2og/edit# - Redesigned blog page - Fixed some url links - Corrected global fonts and color palette - Fixed/Filled missing pictures	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	22 Mar 2023 11:00 AM	22 Mar 2023 04:00 PM	05:00	5
Patrick Zeus Ra	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Icons Conversion https://drive.google.com/drive/folders/1b3FXjOr23PMVoEDVmmXkaJW0GgbSPc7w?usp=share_link	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	23 Mar 2023 09:00 AM	23 Mar 2023 10:00 AM	01:00	1
Michael Ocampo	WordPress Management (4 hrs) - Complete	Fixing mobile responsiveness menu (Turn-over to Alex) Updated links, fonts, images sizes, service icons Counter-checking all pages	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	23 Mar 2023 12:50 PM	23 Mar 2023 04:00 PM	03:10	3.17
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Patrick Zeus Ra	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	website icons - https://drive.google.com/drive/folders/1gwoduOiXZH1aFPQI68XniFRPVxvEtq0V?usp=share_link	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 Mar 2023 05:26 AM	24 Mar 2023 06:26 AM	01:00	1
Patrick Zeus Ra	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	March Creatives	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 Mar 2023 09:40 AM	24 Mar 2023 10:45 AM	01:05	1.08
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	9:15-10:15Am [PDC] -Ads targeting - product positioning -Event set-up -review assets from PDC -Note: Im waiting for the landing page before launching the ads https://docs.google.com/spreadsheets/d/1ww4vcD5yJ7R-OSIYsq7egf1oEu1sd3bVrJ_v8Uxz_WE/edit?usp=sharing	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 Mar 2023 11:57 AM	24 Mar 2023 12:57 PM	01:00	1
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	With the system chgs (i.e. recording time) did not note my updates, etc. last week to my time log as it related to the marketing strategy doc so putting it here for Saturday. Here is the link https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LGIqjV9nVy8sT5oD8Z0qA/edit#	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	25 Mar 2023 09:00 AM	25 Mar 2023 11:00 AM	02:00	2
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	Started to research & build out pipeline of contacts/companies for professions/companies notes. https://docs.google.com/spreadsheets/d/1X4oLJXEitvoRVja17jNnKN2W0ibT6ecakxWHad5FJJA/edit#gid=0	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	25 Mar 2023 12:00 PM	25 Mar 2023 03:00 PM	03:00	3
May Alvarez	WordPress Management (4 hrs) - Complete	- Landing Pages Content for Ads Campaigns (5 landing pages) - Check Progress on the landing pages layout Link to content screenshots: https://drive.google.com/drive/folders/1OV7LCXc9RSaTdZGDAgSWILZuO06pXape?usp=sharing Link to website content: https://docs.google.com/document/d/1GxfHwurAgC3wDhGUuoTGp3Tw1UR7E_qpuRwnKxDwFF8/edit#	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	27 Mar 2023 07:36 AM	27 Mar 2023 09:00 AM	01:24	1.4
Muhammad Salman	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	When ever you put your notes always put links to your work so we can verify and client can see. Google Drive File Folder: https://drive.google.com/drive/u/0/folders/1ef9-LDCXE_9TyDxR60fo2ruOYEZDTBSP	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	27 Mar 2023 10:00 AM	27 Mar 2023 10:15 AM	00:15	0.25
Patrick Zeus Ra	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	March Creatives	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	27 Mar 2023 09:15 AM	27 Mar 2023 10:30 AM	01:15	1.25
						Total Logged Time: 177:12	Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	Staff Meetings (4 hrs) - Complete	Meeting With Jack about Premium	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	27 Mar 2023 11:00 AM	27 Mar 2023 11:45 AM	00:45	0.75
Jenalyn Aquinde	Staff Meetings (4 hrs) - Complete	- Meet with Jack regarding Premium	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	27 Mar 2023 11:00 AM	27 Mar 2023 11:45 AM	00:45	0.75
May Alvarez	Client Meetings (2 hrs) - Complete	Standby for Premium Meeting	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	27 Mar 2023 12:15 PM	27 Mar 2023 12:30 PM	00:15	0.25
May Alvarez	Graphic Design Task (2.5 hrs) - Complete	Premium Landing Pages images - https://www.canva.com/design/DAFeZtM37qU/VU1YCEdQEAVdsbugcc4RPg/edit?utm_content=DAFeZtM37qU&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	27 Mar 2023 12:30 PM	27 Mar 2023 01:00 PM	00:30	0.5
						Total Logged Time: 177:12	Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Ashraf Akbar	WordPress Management (4 hrs) - Complete	https://premiumdigitalcontrol.globalpresence.org/landing-page-general/	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	27 Mar 2023 09:58 AM	27 Mar 2023 02:00 PM	04:01	4.03
Michael Ocampo	WordPress Management (4 hrs) - Complete	https://premiumdigitalcontrol.globalpresence.org/wifi-network-promo/	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	27 Mar 2023 11:00 AM	27 Mar 2023 04:00 PM	05:00	5
May Alvarez	WordPress Management (4 hrs) - Complete	Review Premium Landing Pages and Proceed to add content to other landing pages - https://premiumdigitalcontrol.globalpresence.org/smart-outdoor-lighting-audio-promo/ - https://premiumdigitalcontrol.globalpresence.org/wifi-network-promo/ - https://premiumdigitalcontrol.globalpresence.org/smart-technology-solutions-promo/	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	28 Mar 2023 07:30 AM	28 Mar 2023 08:30 AM	01:00	1
Muhammad Salman	SEO Technical (10 hrs) - Complete	Done: Competitor Research - Top pages to target Content HUB strategy for blog topics. - InProcess https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKIw3Y2cFndrlLHLEcgIQ/edit#gid=1426517446	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	28 Mar 2023 10:45 AM	28 Mar 2023 12:45 PM	02:00	2
						Total Logged Time: 177:12	Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	9:15-10:15Am [PDC] -Ads targeting - audience scrapping from previous campaigns and analysis of the custom audience and other helpful data from previous campaigns -launching of campaign if landing page is ready	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	28 Mar 2023 11:49 AM	28 Mar 2023 12:49 PM	01:00	1
Michael Ocampo	WordPress Management (4 hrs) - Complete	https://premiumdigitalcontrol.globalpresence.org/wifi-network-promo/ https://premiumdigitalcontrol.globalpresence.org/smart-outdoor-lighting-audio-promo/ https://premiumdigitalcontrol.globalpresence.org/surveillance-cctv-enhanced-wi-fi-promo/	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	28 Mar 2023 11:00 AM	28 Mar 2023 02:00 PM	03:00	3
Ashraf Akbar	WordPress Management (4 hrs) - Complete	Update all landing pages	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	28 Mar 2023 11:20 AM	28 Mar 2023 02:25 PM	03:05	3.09
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Landing Pages Content for Residential, Commercial, Hospitality, and Marine - https://docs.google.com/document/d/1GxfHwurAgC3wDhGUuoTGp3Tw1UR7E_qpuRwnKxDwFF8/edit#heading=h.5zfv0jff98qm	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	29 Mar 2023 07:30 AM	29 Mar 2023 08:45 AM	01:15	1.25
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	SEO Technical (10 hrs) - Complete	Complete Content HUB strategy PDC Blog for Smart Audio Systems: https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrlLHLEcgIQ/edit#gid=1426517446	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	29 Mar 2023 10:15 AM	29 Mar 2023 12:00 PM	01:45	1.75
Ashraf Akbar	WordPress Management (4 hrs) - Complete	https://premiumdigitalcontrol.globalpresence.org/marine-promo/ https://premiumdigitalcontrol.globalpresence.org/hospitality-promo/ https://premiumdigitalcontrol.globalpresence.org/residential-promo/ https://premiumdigitalcontrol.globalpresence.org/commercial-promo/	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	29 Mar 2023 09:28 AM	29 Mar 2023 12:34 PM	03:06	3.1
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Review Landing Pages for Premium - https://premiumdigitalcontrol.globalpresence.org/residential-promo/ https://premiumdigitalcontrol.globalpresence.org/commercial-promo/	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	29 Mar 2023 12:45 PM	29 Mar 2023 01:00 PM	00:15	0.25
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Continue Reviewing Landing Pages - https://premiumdigitalcontrol.globalpresence.org/commercial-promo/ https://premiumdigitalcontrol.globalpresence.org/hospitality-promo/	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	29 Mar 2023 01:15 PM	29 Mar 2023 01:30 PM	00:15	0.25
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	WordPress Management (4 hrs) - Complete	https://premiumdigitalcontrol.globalpresence.org/audiovisual-and-media-room-promo/ https://premiumdigitalcontrol.globalpresence.org/smart-lighting-promo/ https://premiumdigitalcontrol.globalpresence.org/motorized-window-treatments-promo/ https://premiumdigitalcontrol.globalpresence.org/climate-control-promo/ https://premiumdigitalcontrol.globalpresence.org/water-damage-protection-promo/ https://premiumdigitalcontrol.globalpresence.org/structured-cabling-promo/ Updated homepage video - changed from upload video to YT urls	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	29 Mar 2023 11:00 AM	29 Mar 2023 03:00 PM	04:00	4
Alex Moronta	WordPress Management (4 hrs) - Complete	fix the menu mobile responsiveness? The "About" menu doesn't show its submenus when you tap it	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	29 Mar 2023 10:54 PM	29 Mar 2023 11:54 PM	01:00	1
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Landing Pages Content for Solutions and other content adjustments for the 9 other landing pages - https://docs.google.com/document/d/1GxfHwurAgC3wDhGUuoTGp3Tw1UR7E_qpuRwnKxDwFF8/edit#	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	30 Mar 2023 07:30 AM	30 Mar 2023 09:00 AM	01:30	1.5
						Total Logged Time: 177:12	Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	SEO Technical (10 hrs) - Complete	Continue Complete Content HUB strategy PDC Blog. [Done for Audio/Video and Media Room Services] https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKIw3Y2cFndrlLHLEcgIQ/edit#gid=1426517446	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	30 Mar 2023 10:15 AM	30 Mar 2023 12:00 PM	01:45	1.75
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Operations Tasks for Premium > Prioritize landing pages edits - https://premiumdigitalcontrol.globalpresence.org/wifi-network-promo/ - https://premiumdigitalcontrol.globalpresence.org/smart-lighting-motorized-window-treatments-promo/ - https://premiumdigitalcontrol.globalpresence.org/smart-technology-solutions-promo/ > Meet with team to discuss finalize edits	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	30 Mar 2023 11:25 AM	30 Mar 2023 12:15 PM	00:50	0.83
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	11:00-11:45Pm [PDC] -check landing page functionality -meeting with May and Ashraf regarding minor changes in landing page	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	30 Mar 2023 11:37 AM	30 Mar 2023 12:22 PM	00:45	0.75
Alma Puente	Video & Voice-Over Production (3 Videos) (5hrs) - Complete	-Premium voiceovers - Yacht -Social media follow up tasks	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	30 Mar 2023 10:30 AM	30 Mar 2023 01:30 PM	03:00	3
						Total Logged Time: 177:12	Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Ashraf Akbar	WordPress Management (4 hrs) - Complete		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	30 Mar 2023 09:28 AM	30 Mar 2023 05:33 PM	08:04	8.07
Muhammad Salman	SEO Technical (10 hrs) - Complete	Continue Content HUB Research for PDC Blog [smart lighting solutions, Lighting control system] https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrILHLEcgIQ/edit#gid=1426517446	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	31 Mar 2023 10:15 AM	31 Mar 2023 12:00 PM	01:45	1.75
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	9:30-11:15AM [PDC] -check landing page functionality -Audit landing page content and layout -coordinate with Alex for the pixel code -drafted the facebook ads to launch the campaign when everything is ready https://docs.google.com/spreadsheets/d/1ww4vcD5yJ7R-OSIYsq7egf1oEu1sd3bVrJ_v8Uxz_WE/edit?usp=sharing	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	31 Mar 2023 10:37 AM	31 Mar 2023 12:22 PM	01:45	1.75
Alma Puente	Video & Voice-Over Production (3 Videos) (5hrs) - Complete	1.5 additional hours to continue working on Premium videos / voiceovers. Note: This task was done on 01-03-2023 but the CRM doesn't allow to go back so I'm adding it here.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 09:00 AM	03 Apr 2023 10:30 AM	01:30	1.5
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	- Premium Blog Audits - https://docs.google.com/spreadsheets/d/1Q09AzN6HK_VzPulk6U0JP7nWOhBKHaW8rq9pdvYlWvY/edit#gid=530508600	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 11:20 AM	03 Apr 2023 11:40 AM	00:20	0.33
Alma Puente	Video & Voice-Over Production (3 Videos) (5hrs) - Complete	1.5 additional hours to continue working on Premium videos / voiceovers. Note: This task was done on 02-03-2023 but the CRM doesn't allow to go back so I'm adding it here.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 10:30 AM	03 Apr 2023 12:00 PM	01:30	1.5
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	11:00-12AM [PDC] -check landing page functionality -install pixel code -Added drafted campaigns for the network targeting -domain and events management (Note: I need admin access) -https://docs.google.com/spreadsheets/d/1RGpko-zJodfVKHZyDXuzJK-8z2qt4WMnZplnmpRPbz0/edit?usp=sharing	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 11:00 AM	03 Apr 2023 12:00 PM	01:00	1
May Alvarez	Client Meetings (2 hrs) - Complete	Monday Meeting with Clients - Discussed Project Updates - Discussed Landing Pages Changes and Website Revisions	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 12:00 PM	03 Apr 2023 12:30 PM	00:30	0.5
						Total Logged Time: 177:12	Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	Made outbound calls and emails. researched concierge services and resident buildings. updated to spreadsheet	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 10:30 AM	03 Apr 2023 12:30 PM	02:00	2
Jenalyn Aquinde	Staff Meetings (4 hrs) - Complete	- Meeting w/ Premium	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 12:00 PM	03 Apr 2023 12:30 PM	00:30	0.5
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Additional 1 hour to finish pending Premium tasks (Social media, project follow up). *Note: this task was done on 03-03-2023 but CRM doesn't allow to go back in time and track it there so I'm adding it here.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 12:00 PM	03 Apr 2023 01:00 PM	01:00	1
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Social media adjustments	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 11:00 AM	03 Apr 2023 01:30 PM	02:30	2.5
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	WordPress Management (4 hrs) - Complete	Added additional sections https://premiumdigitalcontrol.globalpresence.org/audiovisual-and-media-room-promo/ https://premiumdigitalcontrol.globalpresence.org/smart-lighting-promo/ https://premiumdigitalcontrol.globalpresence.org/motorized-window-treatments-promo/ https://premiumdigitalcontrol.globalpresence.org/climate-control-promo/ https://premiumdigitalcontrol.globalpresence.org/water-damage-protection-promo/ https://premiumdigitalcontrol.globalpresence.org/structured-cabling-promo/	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 11:00 AM	03 Apr 2023 02:00 PM	03:00	3
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	-Video / voiceovers adjustment tasks	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 01:30 PM	03 Apr 2023 02:00 PM	00:30	0.5
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Additional 1.5 hour to finish pending Premium tasks (Social media, project follow up). *Note: this task was done on 03-03-2023 but CRM doesn't allow to go back in time and track it there so I'm adding it here.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 01:00 PM	03 Apr 2023 02:30 PM	01:30	1.5
						Total Logged Time: 177:12	Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Additional 1 hour for Premium tasks (social media, project follow up) *Note: this task was done on 14-03-2023 but CRM doesn't allow to track back in time so I'm adding it here.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 04:00 PM	03 Apr 2023 05:00 PM	01:00	1
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Additional 2.5 hours to finish content calendar and final posts adjustments to send to Rebekah. *Note: these additional hours were done on 17-03-2023 but CRM doesn't allow to track / log them back in time so I'm doing it here.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 05:00 PM	03 Apr 2023 07:30 PM	02:30	2.5
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Additional 1.5 hours for Premium urgent social media tasks *Note: this was done on 20-03-2023 but CRM doesn't allow to track / log in back in time so I am doing it here.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 07:30 PM	03 Apr 2023 09:00 PM	01:30	1.5
Alex Moronta	WordPress Management (4 hrs) - Complete	install pixels/conversion code on the site	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 Apr 2023 10:00 PM	03 Apr 2023 10:10 PM	00:10	0.17
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Landing Pages (5hrs) - Complete	Revisions on Premium Landing Pages as per Client's Email - https://docs.google.com/document/d/1_NBarzuQXYRAyIr2HwgdQkheoVw7_GawrX3regsLFxA/edit	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	04 Apr 2023 08:45 AM	04 Apr 2023 09:30 AM	00:45	0.75
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	9:00-10:30AM [PDC] -check landing page functionality -Meeting with PDC team with May and Ashraf -update contact number for the landing page	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	04 Apr 2023 09:00 AM	04 Apr 2023 10:30 AM	01:30	1.5
May Alvarez	Client Meetings (2 hrs) - Complete	Meeting with Randy, Rebekah, and Dennis regarding landing pages revisions	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	04 Apr 2023 09:30 AM	04 Apr 2023 10:35 AM	01:05	1.08
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	- Coordinate with team regarding Premium tasks > Alma: Google Bad Review Removal	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	04 Apr 2023 11:00 AM	04 Apr 2023 11:15 AM	00:15	0.25
May Alvarez	Staff Meetings (4 hrs) - Complete	Meeting with Jack and Ashraf for Premium landing pages	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	04 Apr 2023 11:35 AM	04 Apr 2023 11:50 AM	00:15	0.25
						Total Logged Time: 177:12	Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alma Puente	Google My Business Management (15 min) - Complete	Premium GMB and project follow up	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	04 Apr 2023 11:45 AM	04 Apr 2023 12:30 PM	00:45	0.75
May Alvarez	Landing Pages (5hrs) - Complete	- Coordinate with Ashraf for Premium tasks - Edit content on Premium landing pages	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	04 Apr 2023 11:50 AM	04 Apr 2023 12:30 PM	00:40	0.67
Muhammad Shahid	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	- add Sendgrid SMTP - after you fix the email test it by adding some staff and make sure the emails work. Then add these clients Randy Toth-Premium / rtoth@premiumdigitalcontrol.com & Rebekah DeMordo rDeMordo@premiumdigitalcontrol.com - Make sure they don't full admin access. But can see most modules - make this domain https://crm.premiumdigitalcontrol.globalpresence.org/ to this mypremiumcrm.com (I already pointed to our nameserver) - Then we will create a main email crm@mypremiumcrm.com and add to our GP sendgrid account and authenticate email. Then make this the SMTP here	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	04 Apr 2023 10:00 AM	04 Apr 2023 03:10 PM	05:10	5.17
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	made 2 contacts - 1 of which does property mgmt and specifically focuses on preferred/concierge vendors.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Apr 2023 09:00 AM	05 Apr 2023 10:00 AM	01:00	1
Muhammad Salman	SEO Technical (10 hrs) - Complete	PDC - Blog Research https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrlLHLEcgIQ/edit#gid=1426517446	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Apr 2023 11:15 AM	05 Apr 2023 12:15 PM	01:00	1
Alma Puente	Video & Voice-Over Production (3 Videos) (5hrs) - Complete	Premium video tasks	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Apr 2023 12:30 PM	05 Apr 2023 01:15 PM	00:45	0.75
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	11:30-12PM [PDC] -Check landing page functionality -search on audience targeting based on yesterday's meeting -strategize a new perspective on "florida vibes" and being on the higher tier creatives	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Apr 2023 01:07 PM	05 Apr 2023 01:37 PM	00:30	0.5
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Landing Pages (5hrs) - Complete	- Edit content on Wi-Fi Promo landing page - Search for images for the landing pages - https://www.canva.com/design/DAFeZtM37qU/VU1YCEdQEAVdsbugcc4RPg/edit?utm_source=shareButton&utm_medium=email&utm_campaign=designshare	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Apr 2023 01:30 PM	05 Apr 2023 02:45 PM	01:15	1.25
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	- Email PDC for additional marketing materials	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 Apr 2023 02:45 PM	05 Apr 2023 03:00 PM	00:15	0.25
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Premium Landing Pages Content - https://premiumdigitalcontrol.globalpresence.org/fb-wifi-network-promo https://premiumdigitalcontrol.globalpresence.org/google-wifi-network-promo	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Apr 2023 07:30 AM	06 Apr 2023 10:00 AM	02:30	2.5
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:00-11:00AM [PDC] -research on creatives that will target tech savvy in florida -research on projects made by partner brands and projects by pdc for creative angle -Note: waiting for Pixel access and website migration before launching ads	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Apr 2023 10:00 AM	06 Apr 2023 11:00 AM	01:00	1
						Total Logged Time: 177:12	Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	SEO Technical (10 hrs) - Complete	Blog Research https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKIw3Y2cFndrlLHLEcgIQ/edit#gid=0	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Apr 2023 01:00 PM	06 Apr 2023 02:00 PM	01:00	1
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Time Track in CRM	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Apr 2023 03:20 PM	06 Apr 2023 03:35 PM	00:15	0.25
Michael Ocampo	WordPress Management (4 hrs) - Complete	Fixed google wifi landing page	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Apr 2023 03:20 PM	06 Apr 2023 03:45 PM	00:25	0.42
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:15-11:15AM [PDC] -research on creatives that will target tech savvy in florida -research on projects made by partner brands and projects by pdc for creative angle -Note: waiting for Pixel access and website migration before launching ads https://docs.google.com/spreadsheets/d/1ww4vcD5yJ7R-OSlYsq7egf1oEu1sd3bVrJ_v8Uxz_WE/edit?usp=sharing	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	07 Apr 2023 10:15 AM	07 Apr 2023 11:15 AM	01:00	1
						Total Logged Time: 177:12	Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Blog Research - Content Hub Strategy https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrlLHLEcglQ/edit#gid=0	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	07 Apr 2023 12:15 PM	07 Apr 2023 01:00 PM	00:45	0.75
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	WordPress Management (4 hrs) - Complete	-Applied updates in Google and FB landing pages https://premiumdigitalcontrol.globalpresence.org/google-wifi-network-promo/ https://premiumdigitalcontrol.globalpresence.org/fb-wifi-network-promo/ -Created landing pages https://premiumdigitalcontrol.globalpresence.org/crestron-promo https://premiumdigitalcontrol.globalpresence.org/savant-promo https://premiumdigitalcontrol.globalpresence.org/lutron-promo https://premiumdigitalcontrol.globalpresence.org/ketra-promo https://premiumdigitalcontrol.globalpresence.org/turnberry-ocean-club-miami-promo https://premiumdigitalcontrol.globalpresence.org/ritz-carlton-luxury-unit-promo https://premiumdigitalcontrol.globalpresence.org/regalia-in-miami-promo https://premiumdigitalcontrol.globalpresence.org/saber-interactive-in-fort-lauderdale-promo https://premiumdigitalcontrol.globalpresence.org/biscayne-beach-in-miami-promo https://premiumdigitalcontrol.globalpresence.org/aurora-sunny-isles-promo https://premiumdigitalcontrol.globalpresence.org/hallandale-beach-ocean-club-promo	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	07 Apr 2023 11:30 AM	07 Apr 2023 02:10 PM	02:40	2.67
					Total Logged Time: 177:12	Total Logged Time: 177.2	

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Landing Pages (5hrs) - Complete	Images for Landing Page Phase 2- https://www.canva.com/design/DAFeZtM37qU/VU1YCEdQEAVdsbugcc4RPg/edit?utm_content=DAFeZtM37qU&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton - Update Landing Page Phase 2 - https://premiumdigitalcontrol.globalpresence.org/fb-smart-lighting-motorized-window-treatments-promo/ - Check landing pages: https://premiumdigitalcontrol.globalpresence.org/crestron-promo/ https://premiumdigitalcontrol.globalpresence.org/savant-promo/ - https://premiumdigitalcontrol.globalpresence.org/lutron-promo/ - https://premiumdigitalcontrol.globalpresence.org/ketra-promo/ - https://premiumdigitalcontrol.globalpresence.org/turnberry-ocean-club-miami-promo/ - https://premiumdigitalcontrol.globalpresence.org/ritz-carlton-luxury-unit-promo/ - https://premiumdigitalcontrol.globalpresence.org/regalia-in-miami-promo/ - https://premiumdigitalcontrol.globalpresence.org/saber-interactive-in-fort-lauderdale-promo/ - Send landing pages for approval to client	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	07 Apr 2023 01:00 PM	07 Apr 2023 03:00 PM	02:00	2
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:30-11:30AM [PDC] -check all materials from PDC -revised drafted campaign -check competitors product positioning -analyze landing page of direct competitors	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	10 Apr 2023 10:30 AM	10 Apr 2023 11:30 AM	01:00	1
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Adjust Premium Facebook Ads Copies and Creatives - https://www.canva.com/design/DAFdMoCpIxU/adMyZEVMYW_3qgNdWYuoqg/edit?utm_content=DAFdMoCpIxU&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton > Send Content for Approval to Rebekah	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	10 Apr 2023 11:10 AM	10 Apr 2023 12:00 PM	00:50	0.83
May Alvarez	Client Meetings (2 hrs) - Complete	Monday Meeting with Premium	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	10 Apr 2023 12:00 PM	10 Apr 2023 12:30 PM	00:30	0.5
Joms Alboroto	Client Meetings (2 hrs) - Complete	12:00-12:30NN [PDC] -Webmeet	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	10 Apr 2023 12:00 PM	10 Apr 2023 12:30 PM	00:30	0.5
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	Calls & other inquiries out to potential concierges	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	10 Apr 2023 11:00 AM	10 Apr 2023 01:00 PM	02:00	2
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Operations Tasks for Premium > coordinate with Rebekah about fina approval of SM Posts > Reach out to Jacob about Google Ads copies > Create Google Ads Copies - https://docs.google.com/document/d/1rUILdLxaA9tq5gJHZgPNjRBUdmAtZCFfEZ0Flb5h32I/edit#	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	10 Apr 2023 02:15 PM	10 Apr 2023 02:45 PM	00:30	0.5
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Premium social media management tasks	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	10 Apr 2023 02:30 PM	10 Apr 2023 03:30 PM	01:00	1
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:30-11:30AM [PDC] -Troubleshoot Pixel access with meta support - review previous campaign data and	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	11 Apr 2023 10:30 AM	11 Apr 2023 11:30 AM	01:00	1
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Premium social media management tasks	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	11 Apr 2023 11:30 AM	11 Apr 2023 01:30 PM	02:00	2
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	outbound calls & emails to concierge	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	11 Apr 2023 01:30 PM	11 Apr 2023 02:30 PM	01:00	1
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - Complete		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	11 Apr 2023 02:00 PM	11 Apr 2023 03:00 PM	01:00	1
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Premium General Solutions Page Content - https://docs.google.com/document/d/1GxfHwurAgC3wDhGUuoTGp3Tw1UR7E_qpuRwnKxDwFF8/edit#	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Apr 2023 07:30 AM	12 Apr 2023 08:30 AM	01:00	1
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	11-11:30AM [PDC] -review data from previous campaign - check campaign results -create 90days audience - analyze competitor strategy Note: waiting for landing page approval and website migration	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Apr 2023 11:00 AM	12 Apr 2023 11:30 AM	00:30	0.5
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - Complete		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Apr 2023 01:00 PM	12 Apr 2023 02:00 PM	01:00	1
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Premium social media management tasks	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Apr 2023 03:00 PM	12 Apr 2023 03:30 PM	00:30	0.5
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:00-10:30AM [PDC] –check landing page functionality - research on product positioning - analysis on previous data on campaigns NOTE: waiting for approval on launching ads	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	13 Apr 2023 10:00 AM	13 Apr 2023 10:30 AM	00:30	0.5
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - Complete	Updated Google Ads Phase 1 to Good Rating from Poor. Researched Google Ads issue with keyword "Smart Home"	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	13 Apr 2023 02:40 PM	13 Apr 2023 03:30 PM	00:50	0.83
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:00-10:30AM [PDC] Assess the functionality of the landing page. Conduct research on the positioning of the product. Perform an analysis on historical campaign data, with the aim of gaining insights that can inform future campaigns NOTE: waiting for approval on launching ads	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	14 Apr 2023 10:00 AM	14 Apr 2023 10:30 AM	00:30	0.5
					Total Logged Time: 177:12		Total Logged Time: 177.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Premium social media management tasks	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	14 Apr 2023 12:00 PM	14 Apr 2023 02:00 PM	02:00	2
May Alvarez	Client Meetings (2 hrs) - Complete	Premium Meeting	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 Apr 2023 12:00 PM	17 Apr 2023 12:30 PM	00:30	0.5
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	11:00-11:30AM [PDC] -Research on competitor targeting - data analysis on previous campaigns	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 Apr 2023 12:52 PM	17 Apr 2023 01:22 PM	00:30	0.5
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Premium social media management tasks, content calendar, Social Pilot repeat posts, video project tasks	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 Apr 2023 11:00 AM	17 Apr 2023 02:00 PM	03:00	3
					Total Logged Time: 177:12		Total Logged Time: 177.2