

Period (04-18-2023 - 05-17-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:15-11:00AM [PDC] - review landing page and drafted campaign - review data from previous campaigns -note: waiting for website migration to start ads	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	18 Apr 2023 12:25 PM	18 Apr 2023 01:10 PM	00:45	0.75
Alma Puente	Video & Voice-Over Production (3 Videos) (5hrs) - Complete	Premium video VoiceOver and social media management tasks	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	18 Apr 2023 02:00 PM	18 Apr 2023 03:15 PM	01:15	1.25
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	9:00 AM - 9:30AM [PDC] -Review past data to present that the structure of their past campaign will not result to a good data due to improper set-up - added custom audience -note: waiting for website migration	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	19 Apr 2023 09:00 AM	19 Apr 2023 09:30 AM	00:30	0.5
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:00-10:30AM [PDC] -check landing page functionality - review product positioning Note: still waiting for website migration	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	20 Apr 2023 10:56 AM	20 Apr 2023 11:26 AM	00:30	0.5

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116:10

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116.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	f/u with leads and John in particular as he is with GTFL Chamber & has his own property mgmt co. Mentioned about possible bid for security system. Sent info on PDCA	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	20 Apr 2023 03:00 PM	20 Apr 2023 04:00 PM	01:00	1
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Premium May social media posts	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	21 Apr 2023 09:30 AM	21 Apr 2023 11:00 AM	01:30	1.5
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:00-10:30AM [PDC] -review BM settings/event aggregations -review community marketing file	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	21 Apr 2023 11:01 AM	21 Apr 2023 11:31 AM	00:30	0.5
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Review and Check for things that need to be changed for Premium Landing Pages Revise these landings pages > https://premiumdigitalcontrol.globalpresence.org/smart-technology-solutions-promo/ > https://premiumdigitalcontrol.globalpresence.org/google-smart-outdoor-lighting-audio-promo/ > https://premiumdigitalcontrol.globalpresence.org/fb-smart-lighting-motorized-window-treatments-promo/	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 Apr 2023 08:00 AM	24 Apr 2023 09:00 AM	01:00	1

Total Logged Time: 116:10

Total Logged Time: 116.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Jenalyn Aquinde	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	- Uploaded project progress for the client	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 Apr 2023 11:00 AM	24 Apr 2023 11:20 AM	00:20	0.33
May Alvarez	Client Meetings (2 hrs) - Complete	PDC Meeting > Discussed ads with Joemel > Discussed Social Media plans	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 Apr 2023 12:00 PM	24 Apr 2023 12:30 PM	00:30	0.5
						Total Logged Time: 116:10	Total Logged Time: 116.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	Emails with John re: bid opportunities & then personal opp with PDCA. Chat w May re: opp. Quick background: I met this gentleman (John Gillen) via the Fort Lauderdale Chamber of Commerce. He is a property manager with his own (& growing) property management company and was interested in learning more about PDCA and having you as a preferred vendor. Last week we had a brief follow up conversation whereby he gave me a little more insight into some of the properties he currently manages and wanted some more information on the types of installs and services you provide. I sent him the trifold and he sent me an email today, that he is about to embark on a full renovation of his own condo in Fort Lauderdale and is interested in a quote for some home automation features as well as some other services. Rebekah, I know you had mentioned (brought up) in a previous email about asking these leads some additional questions to better understand what they have in place, etc., however given the interactions that I have had with John, and more importantly that we are both members of the Fort Lauderdale Chamber, I would prefer to direct him to someone versus going back and forth with him on those questions. Rebekah, can I direct him to you? Additionally his contact information is as follows: John Gille	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 Apr 2023 11:30 AM	24 Apr 2023 12:30 PM	01:00	1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
n, Gillen Property Management, LLC, Office: (954) 228-5849.							
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	24 Apr 2023 11:30 AM	24 Apr 2023 01:30 PM	02:00	2
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	11:45-12:30Pm [PDC] -Review past campaigns to ask for strategy turnover -meeting with PDC team	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 Apr 2023 12:54 PM	24 Apr 2023 01:39 PM	00:45	0.75
Ashraf Akbar	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Changes in landing pages	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	25 Apr 2023 09:04 AM	25 Apr 2023 10:04 AM	01:00	1
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:00-10:30AM [PDC] -Prepare revision list for existing campaigns - Note: waiting for their approval if I will continue the existing campaign	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	25 Apr 2023 10:48 AM	25 Apr 2023 11:18 AM	00:30	0.5
						Total Logged Time: 116:10	Total Logged Time: 116.17

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 follow ups to prev identified leads. Looking through LinkedIn to see if any of my contacts can refer me to properties, etc., interested in concierge services.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	25 Apr 2023 10:48 AM	25 Apr 2023 11:48 AM	01:00	1
Muhammad Salman	SEO Technical (10 hrs) - Complete	PDC] Blog Content Hub Strategy [Clusters] - Completed Content Hub Strategy for all Service Pages SEMrush - SEO Fixes https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrILHLEcgIQ/edit#gid=1426517446	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	25 Apr 2023 01:00 PM	25 Apr 2023 03:00 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	26 Apr 2023 02:30 PM	26 Apr 2023 04:00 PM	01:30	1.5
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	Call & email with John Gillen (lead sent to PDCA on Monday 4.24) following up on additional information needed and if he was contacted. Sent f/u email to Rebekah as well as chat with May as this lead came via the Fort Lauderdale chamber. I have met him in person as well as had a conversation with him about PDCA and his properties	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	27 Apr 2023 10:30 AM	27 Apr 2023 12:00 PM	01:30	1.5
						Total Logged Time: 116:10	Total Logged Time: 116.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	10:00-10:15AM [PDC] -Revisit campaigns and analyze data -Note: waiting for go signal from the team	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	27 Apr 2023 12:48 PM	27 Apr 2023 01:03 PM	00:15	0.25
Muhammad Shahid	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	- Migrate website to client server - Remove redirection	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	27 Apr 2023 10:00 AM	27 Apr 2023 03:10 PM	05:10	5.17
Muhammad Shahid	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	- Added CNAME records	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	28 Apr 2023 10:00 AM	28 Apr 2023 11:00 AM	01:00	1
Muhammad Salman	SEO Technical (10 hrs) - Complete	Onsite Optimizations - Basic SEO https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrILHLEcglQ/edit#gid=0 Speed Test & Optimization	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	28 Apr 2023 09:00 AM	28 Apr 2023 12:15 PM	03:15	3.25
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Premium social media management and video tasks	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	28 Apr 2023 01:30 PM	28 Apr 2023 03:00 PM	01:30	1.5

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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	- Google Ads Reviewed/Optimized(Audience Segments Added)	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	28 Apr 2023 03:00 PM	28 Apr 2023 03:45 PM	00:45	0.75
Alex Moronta	WordPress Management (4 hrs) - Complete	working in site SSL and secure pages site	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	28 Apr 2023 07:00 PM	28 Apr 2023 10:00 PM	03:00	3
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Premium project & social media management tasks	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	01 May 2023 10:30 AM	01 May 2023 12:00 PM	01:30	1.5
May Alvarez	Client Meetings (2 hrs) - Complete	PDC Weekly Meeting with Rebekah and Denis Joined by Alex and Alma We discussed website migration updates and social media postings	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	01 May 2023 12:00 PM	01 May 2023 12:30 PM	00:30	0.5
Muhammad Salman	SEO Technical (10 hrs) - Complete	PDC - Rank Math Installation - [deceptive warning issue is stooping]	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	01 May 2023 12:30 PM	01 May 2023 12:45 PM	00:15	0.25

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alma Puente	Staff Meetings (4 hrs) - Complete	Premium meeting with May, Alex and client	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	01 May 2023 12:00 PM	01 May 2023 01:00 PM	01:00	1
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Premium videos / voiceovers	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	01 May 2023 01:00 PM	01 May 2023 04:00 PM	03:00	3
Muhammad Salman	SEO Technical (10 hrs) - Complete	Rank Math Integration https://i.imgur.com/nlFUt0T.png	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	02 May 2023 10:30 AM	02 May 2023 11:00 AM	00:30	0.5
Muhammad Salman	SEO Technical (10 hrs) - Complete	Website Workflow Rank Math Wizard Setting https://docs.google.com/spreadsheets/d/15oaQyEfzqz-GHUaKCo--rQa_oJJuYQqloVKgtb31q5o/edit#gid=1230880661	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 May 2023 12:15 PM	03 May 2023 12:45 PM	00:30	0.5
Alma Puente	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - Complete	Video and voiceover project tasks	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 May 2023 12:00 PM	03 May 2023 02:00 PM	02:00	2

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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	12:30 to 1:30 Premium videos editing fonts - Marc's Project 1:30 to 2:20 Recharge your life - edit 2:20 to 3:30 Customer reviews - edit Links: https://drive.google.com/drive/folders/1LNHEm87B6wZ7zTt5VvgCTCBf_4lauP9O?usp=share_link	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 May 2023 12:30 PM	03 May 2023 03:30 PM	03:00	3
Alex Moronta	WordPress Management (4 hrs) - Complete	Fixing loading time issue	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	03 May 2023 08:00 PM	03 May 2023 11:00 PM	03:00	3
Muhammad Salman	SEO Technical (10 hrs) - Complete	Website Workflow Rankmath Installed & Configured. https://i.imgur.com/UGcRZcA.png Wordpress visibility: Check the status here: https://i.imgur.com/szPSCER.png Verify & Fix If Your Website Is Using an SSL Certificate Done. https://i.imgur.com/QmGfdhL.png Check your Permalink Structure inside WordPress Permalink Structure: https://i.imgur.com/1VMFdDR.png Open Graph Set Up Check here. https://i.imgur.com/amaJz3J.png	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	04 May 2023 12:00 PM	04 May 2023 12:45 PM	00:45	0.75
Muhammad Salman	SEO Technical (10 hrs) - Complete	Complete Website Workflow Sheet https://docs.google.com/spreadsheets/d/15oaQyEfzqz-GHUaKCo--rQa_oJJuYQqloVKgtb31q5o/edit#gid=1230880661	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 May 2023 11:15 AM	05 May 2023 12:45 PM	01:30	1.5

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Total Logged Time: 116.17

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	Video and voiceover project tasks	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	05 May 2023 10:00 AM	05 May 2023 01:00 PM	03:00	3
Alex Moronta	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	migration	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	07 May 2023 07:00 PM	07 May 2023 09:00 PM	02:00	2
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	PDC SEO Research - https://drive.google.com/drive/folders/1iOld_idc2DI9uOWe07Q-HFIkNM57F20?usp=share_link > PDC 4 draft Articles - https://drive.google.com/drive/folders/1kauZ2AtWRobeilZ3As_DakfMTVM1Mq91?usp=share_link	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	07 May 2023 11:30 PM	08 May 2023 01:00 AM	01:30	1.5
May Alvarez	Client Meetings (2 hrs) - Complete	PDC Meeting with Dennis, Rebekah, and Randy Discussed: 1. Website updates 2. Google Ads and Social Media Ads	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	08 May 2023 12:00 PM	08 May 2023 12:30 PM	00:30	0.5

Total Logged Time: 116:10

Total Logged Time: 116.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Google Search Console Integration using google site kit Rank Math Installation & Wizard Setting Open Graph Issues Permalink - Website visibility - XML Sitemap Created - SSL Verification https://docs.google.com/spreadsheets/d/15oaQyEfzqz-GHUaKCo--rQa_oJJuYQqloVKgtb31q5o/edit#gid=1230880661	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	08 May 2023 12:45 PM	08 May 2023 01:50 PM	01:05	1.08
Alex Moronta	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	migration	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	08 May 2023 07:00 PM	08 May 2023 10:00 PM	03:00	3
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	PDC Tasks - PDC Website Review Updates - relayed some concerns to team - PDC Old Materials for Magazine Review - https://drive.google.com/file/d/	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	09 May 2023 02:30 AM	09 May 2023 03:15 AM	00:45	0.75

Total Logged Time: 116:10

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	Optimize PDC blog drafts with links - http s://drive.google.com/drive/folders/1kauZ2AtWRobeilZ3As_DakfMTVM1Mq91?usp=share_ link - PDC Blog Banners and Images - http s://www.canva.com/design/DAFbaH0-Khk/fOe8zbpaJUaFr7iByMfrWw/edit 1qCdtRAa0mSxJJcGD08y1u7OcDwnndSu0/view?usp=share_link - PDC Article Draft (will publish) - ht tps://docs.google.com/document/d/1PyWQxEpn8Mj2RRKGkCkv8wmhJp7VpzkQWaJRVFQZWt0/edit#	#460 - General Project s: PremiumDigitalContr ol.com (63hr,18r) - Pre mium Digital Control a nd Automation	09 May 2023 03:15 AM	09 May 2023 05:00 AM	01:45	1.75
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	Publish PDC Blogs (saved as draft, waiting f or RankMath plug-in to be installed) - http s://premiumdigitalcontrol.com/?p=50933&pr ew=true&thumbnail_id=50934 - https:// premiumdigitalcontrol.com/?p=50922&previ ew=true&thumbnail_id=50923	#460 - General Project s: PremiumDigitalContr ol.com (63hr,18r) - Pre mium Digital Control a nd Automation	09 May 2023 06:30 AM	09 May 2023 07:15 AM	00:45	0.75
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Complete Website Workflow Sheet 30 0+ Images Alt Tag Update Google Analytics I ntegrate: https://i.imgur.com/He3P3wu.png	#460 - General Project s: PremiumDigitalContr ol.com (63hr,18r) - Pre mium Digital Control a nd Automation	09 May 2023 09:15 AM	09 May 2023 11:30 AM	02:15	2.25
						Total Logged Time: 116:10	Total Logged Time: 116.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alex Moronta	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	installed activity log	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	09 May 2023 07:00 PM	09 May 2023 07:15 PM	00:15	0.25
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - Complete	PDC Tasks - Optimize and Edit Old Blogs and Add Images > https://premiumdigitalcontrol.com/top-5-best-smart-home-gadgets-in-florida/ > https://www.canva.com/design/DABaH0-Khk/fOe8zbpaJUaFr7iByMfrWw/edit > https://premiumdigitalcontrol.com/smart-home-security-7-tips-to-protect-your-home/ > https://premiumdigitalcontrol.com/automation-for-hotel-customer-service/ > https://premiumdigitalcontrol.com/smart-technology-ideas-for-a-living-room/ - Publish and optimize new blogs > https://premiumdigitalcontrol.com/best-smart-home-theater-systems-in-2023-top-brands/ > https://premiumdigitalcontrol.com/enhanced-wi-fi-for-hotels-why-hospitality-businesses-should-invest/	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	10 May 2023 02:30 AM	10 May 2023 05:00 AM	02:30	2.5
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Complete Website Workflow Sheet Page Titles, Metas & Images Alt Tags https://docs.google.com/spreadsheets/d/15oaQyEfzqz-GHUaKCo--rQa_oJJuYQqloVKgtb31q5o/edit#gid=1914140389	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	10 May 2023 09:15 AM	10 May 2023 11:45 AM	02:30	2.5

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Ashraf Akbar	WordPress Management (4 hrs) - Complete	Missing site color	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	10 May 2023 07:00 AM	10 May 2023 01:00 PM	06:00	6
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Premium Blogs Optimization - https://premiumdigitalcontrol.com/smart-home-upgrades-in-the-bahamas/ - https://www.canva.com/design/DAFbaH0-Khk/fOe8zbpaJUaFr7iByMfrWw/edit - https://premiumdigitalcontrol.com/5-benefits-of-automated-lighting-system/ - https://premiumdigitalcontrol.com/top-av-receivers-with-smart-technology/ - https://premiumdigitalcontrol.com/automation-for-hotel-customer-service/	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	11 May 2023 05:00 AM	11 May 2023 07:00 AM	02:00	2
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Complete Website Workflow Sheet Page Titles, Metas & Images Alt Tags (Completed) Duplicate Meta Issues 404 Issues Completed https://docs.google.com/spreadsheets/d/1rkFMOJpAxo-Cv3HagmZFfsdcCzN4q3jT/edit#gid=278964653	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	11 May 2023 09:15 AM	11 May 2023 12:15 PM	03:00	3
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	Attended a free member event at GTFL chamber. Made possible 2 connections/leads, 1 of which I am supposed to be meeting up with Wednesday night, 5.17.23	#460 - General Project s: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 May 2023 09:00 AM	12 May 2023 10:00 AM	01:00	1
						Total Logged Time: 116:10	Total Logged Time: 116.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	11:30-12:30 PDC - installation of pixel code - verify domain registration -check access	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 May 2023 11:43 AM	12 May 2023 12:43 PM	01:00	1
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Complete Website Workflow Sheet Web Pages Optimizations Mixed Content Issues - Http links on https pages 404 Issues - Resolved - No Major Technical Error https://imgur.com/YDSuzDg.png https://docs.google.com/spreadsheets/d/18stgVZ4yD1sXk9G0INI7XCxTFCbfANCw/edit#gid=1566099590	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 May 2023 10:25 AM	12 May 2023 02:30 PM	04:05	4.08
Muhammad Shahid	WordPress Management (4 hrs) - Complete	- Test all landing pages, and is all the data going into CRM	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	15 May 2023 10:20 AM	15 May 2023 11:20 AM	01:00	1
Patrick Zeus Ra	Graphic Design Task (2.5 hrs) - Complete	10:00 - 12:00 [Premium] - Sample voice over video - https://drive.google.com/file/d/1okKUZIvFvgLE0FVrvbxZxj__ikPsJZzbF/view?usp=share_link	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	15 May 2023 10:00 AM	15 May 2023 12:00 PM	02:00	2

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Jacob Hakimian	Graphic Design Task (2.5 hrs) - Complete	Video for Premium	#460 - General Project s: PremiumDigitalContr ol.com (63hr,18r) - Pre mium Digital Control a nd Automation	15 May 2023 1 1:00 AM	15 May 2023 12:00 PM	01:00	1
Muhammad Salman	SEO Technical (10 hrs) - Complete	PDC] Website Semrush Issues SEO Fixes - I n Process	#460 - General Project s: PremiumDigitalContr ol.com (63hr,18r) - Pre mium Digital Control a nd Automation	15 May 2023 1 1:45 AM	15 May 2023 12:45 PM	01:00	1
May Alvarez	Client Meetings (2 hrs) - Complete	Meeting with PDC	#460 - General Project s: PremiumDigitalContr ol.com (63hr,18r) - Pre mium Digital Control a nd Automation	15 May 2023 1 2:00 PM	15 May 2023 01:00 PM	01:00	1
Jacob Hakimian	Client Meetings (2 hrs) - Complete		#460 - General Project s: PremiumDigitalContr ol.com (63hr,18r) - Pre mium Digital Control a nd Automation	15 May 2023 1 2:00 PM	15 May 2023 01:00 PM	01:00	1
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	> PDC Tasks - Check and Review Website Pages - https://docs.google.com/document/d/1GG1G6PYcP3Y-CdyO2wwhLRoxIP1G9E-M1S9OCKUk2T8/edit# - Optimize Blogs	#460 - General Project s: PremiumDigitalContr ol.com (63hr,18r) - Pre mium Digital Control a nd Automation	16 May 2023 0 7:30 AM	16 May 2023 09:00 AM	01:30	1.5

Total Logged Time: 116:10

Total Logged Time: 116.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Website SEMrush Issues GSC Fixes https://docs.google.com/document/d/1GG1G6PYcP3Y-CdyO2wwhLRoxlP1G9E-M1S9OCKUk2T8/edit#	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	16 May 2023 11:15 AM	16 May 2023 12:45 PM	01:30	1.5
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	9:45 AM - 10:45AM [PDC] -set-up domain verification -checked the access for domain verification -replace old link on drafted campaigns -facebook ads set-up	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	16 May 2023 12:09 PM	16 May 2023 01:09 PM	01:00	1
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects) (4hrs) - Complete	Continue Auditing PDC Website - https://docs.google.com/document/d/1GG1G6PYcP3Y-CdyO2wwhLRoxlP1G9E-M1S9OCKUk2T8/edit#	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	16 May 2023 01:00 PM	16 May 2023 02:00 PM	01:00	1
Alex Moronta	Staff Meetings (4 hrs) - Complete	redirect http to https and optimization settings	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	16 May 2023 06:00 PM	16 May 2023 10:00 PM	04:00	4
Muhammad Salman	SEO Technical (10 hrs) - Complete	[PDC] Website SEMrush Technical Fixes 404 Errors	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 May 2023 11:15 AM	17 May 2023 12:45 PM	01:30	1.5

Total Logged Time: 116:10

Total Logged Time: 116.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Operations Task (10hrs) - Complete	Continue Auditing PDC Website - https://docs.google.com/document/d/1GG1G6PYcP3Y-CdyO2wwhLRoxlP1G9E-M1S9OCKUk2T8/edit#	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 May 2023 02:00 PM	17 May 2023 03:00 PM	01:00	1
May Alvarez	Operations Task (10hrs) - Complete	Relay all Website fixes and concerns to team and make sure they get started on it	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 May 2023 03:30 PM	17 May 2023 03:45 PM	00:15	0.25
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - Complete		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 May 2023 02:00 PM	17 May 2023 04:00 PM	02:00	2
Joms Alboroto	Social Media Ads Essential Plan: Ads (15 hrs) - Complete	11:00 AM - 12:00NN [PDC] -set-up domain verification -troubleshooting domain verification due to different information shown in our dashboards -reached out to meta support	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 May 2023 03:29 PM	17 May 2023 04:29 PM	01:00	1
						Total Logged Time: 116:10	Total Logged Time: 116.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Marti Soroka	Community Engagement (3 Service Concierge Customers) (12 hrs) - Complete	Great conversation with Shannon Holohan of fuseappliances.com back on 5.12, in following some email correspondence we met at another chamber event where I was able to explain more about PDCA and who we are looking for in re: to potential referral/partner sources. Sending information for her and her team to review. She also strongly suggested FLDCP which I thought as well but she confirmed the need to attend FLDCP events.	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 May 2023 05:30 PM	17 May 2023 06:30 PM	01:00	1
Alex Moronta	Staff Meetings (4 hrs) - Complete	optimization settings	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	17 May 2023 07:00 PM	17 May 2023 10:00 PM	03:00	3
						Total Logged Time: 116:10	Total Logged Time: 116.17