Period (04-15-2023 - 05-14-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decima)
May Alvarez	4 Voice Over Videos / 1 Every Friday Publsihed (10hrs) - Complete	RDS Google Business Listing Script - https://docs.google.com/document/d/1qnSw4cPUfOFrknek0rLuLpFyxi7JSbWQZ8DQA24QV1Q/edit#	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	08 May 2023 10:00 AM	08 May 2023 10:20 AM	00:20	0.33
Patrick Zeus Ra	4 Voice Over Videos / 1 Every Friday Publsihed (10hrs) - Complete	Google my business posts - https://www.canva.com/design/DAFh9V3SFG4/_XFGmOyouhBIiRywJcjARg/edit?utm_content=DAFh9V3SFG4&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	04 May 2023 09:30 AM	04 May 2023 11:30 AM	02:00	2
Patrick Zeus Ra	4 Voice Over Videos / 1 Every Friday Publsihed (10hrs) - Complete	10:00 - 1:45 [RDS] - 4 Voice Over Videos Video 1 - Docuware - https://www.canva.com/design/DAFiWA9buPg/uaC_17ypFRfz-ZKFoV7nLA/edit?utm_content=DAFiWA9buPg&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton Video 2 - Brother - https://www.canva.com/design/DAFiWEkhruc/VD_wIoOzkBZ2Pk2yJULVbw/edit?utm_content=DAFiWEkhruc&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	08 May 2023 10:00 AM	08 May 2023 01:45 PM	03:45	3.75
Patrick Zeus Ra	4 Voice Over Videos / 1 Every Friday Publsihed (10hrs) - Complete	10:30 - 12:00 - [RDS] - 4 Voice Over Videos - https://docs.google.com/document/d/1SLdD337401rAxy3-467xPcqj88ztbDAnQlom1ZLNNzl/edit?usp=sharing	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	09 May 2023 10:00 AM	09 May 2023 12:00 PM	02:00	2
Patrick Zeus Ra	4 Voice Over Videos / 1 Every Friday Publsihed (10hrs) - Complete	10:00 PM - 11:45 AM [RDS] - continue 4 voice over videos - https://docs.google.com/document/d/1SLdD337401rAxy3-467xPcqj88ztbDAnQlom1ZLNNzl/edit?usp=sharing	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	09 May 2023 10:00 PM	09 May 2023 11:45 PM	01:45	1.75
Patrick Zeus Ra	4 Voice Over Videos / 1 Every Friday Publsihed (10hrs) - Complete	9:30 - 10:30 [RDS] - 4 voice over videos - https://docs.google.com/document/d/1SLdD337401rAxy3-467xPcqj88ztbDAnQlom1ZLNNzl/edit?usp=sharing	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	11 May 2023 09:30 AM	11 May 2023 10:30 AM	01:00	1
May Alvarez	Ad Hoc Task - Complete	Jacsonville Copier Lease Content Sheet- https://docs.google.com/spreadsheets/d/1dqb6Lyo-TpvZBxCm_AHLx6zO_TbKe-aOT9OlVPZQVVI/edit#gid=0	#462 - General Projects: RDSTeam.com	01 May 2023	01 May 2023	00:30	0.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decima
			(60hr,15r) - RDS Team	01:30 PM	02:00 PM		
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - Complete		#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	17 Apr 2023 03:00 PM	17 Apr 2023 04:00 PM	01:00	1
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - Complete		#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	18 Apr 2023 03:30 PM	18 Apr 2023 04:00 PM	00:30	0.5
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - Complete		#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	20 Apr 2023 02:40 PM	20 Apr 2023 03:20 PM	00:40	0.67
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - Complete	Ads were paused because of limited budget, checked twilio phone logs to make sure conversions were showing and true	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	21 Apr 2023 02:20 PM	21 Apr 2023 03:00 PM	00:40	0.67
Jacob Hakimian	Google Ads Management / Report on 15th / 20		#462 - General Projects: RDSTeam.com (60hr,15r) -	09 May 2023 03:00	09 May 2023 04:00	01:00	1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	Minute Meeting By 20th To Discuss (5 hrs) - Complete		RDS Team	PM	PM		
Jacob Hakimian	Podcast Content & Social/Website Publishing (12 Hrs Monthly/ 8 Post) - Complete	Set up four weekly streams for RDS of all their archived podcast content	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	21 Apr 2023 10:00 AM	21 Apr 2023 11:00 AM	01:00	1
Jacob Hakimian	Podcast Content & Social/Website Publishing (12 Hrs Monthly/ 8 Post) - Complete	Content Strategy for Youtube Videos livestreamed	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	05 May 2023 03:36 PM	05 May 2023 04:50 PM	01:14	1.23
May Alvarez	SEO Content (3 On-Page /2 Off Page) - RDSTEAM.com - Complete	https://rdsteam.com/eco-frinedly-printing-options-for-florida-businesses/	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	15 Apr 2023 01:00 PM	15 Apr 2023 02:00 PM	01:00	1
May Alvarez	SEO Content (3 On-Page /2 Off Page) - RDSTEAM.com - Complete	On-Page Article: https://rdsteam.com/voip-trends-in-2023-to-watch-out-for/	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	24 Apr 2023 02:30 AM	24 Apr 2023 03:30 AM	01:00	1
May Alvarez	SEO Content (3 On-Page /2 Off Page) - RDSTEAM.com - Complete	Off-Page Article: https://sites.google.com/rdsteam.com/copiers-printers/blog/choosing-the-right-managed-it-services-provider-what-to-look-for	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	24 Apr 2023 03:30 AM	24 Apr 2023 04:15 AM	00:45	0.75
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - Complete	Fwd Email: New Page indexing issues detected https://i.imgur.com/GaZcrmH.png RDS Semrush Issues SEO 404 Fixes https://docs.google.com/spreadsheets/d/1_4DR5X9tzAa4iA6xvOybTTqeuV4EhhjX_5DtPtuVDTY/edit#gid=588175438	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	20 Apr 2023 12:00 PM	20 Apr 2023 02:00 PM	02:00	2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decima
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - Complete	404 Pages Issues - 60+ Pages - All Done SEMrush - SEO Fixes https://docs.google.com/spreadsheets/d/1_4DR5X9tzAa4iA6xvOybTTqeuV4EhhjX_5DtPtuVDTY/edit#gid=588175438	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	21 Apr 2023 10:20 AM	21 Apr 2023 01:00 PM	02:40	2.67
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - Complete	incorrect sitemaps in robots.txt. critical issue SEMrush Audits Google Search COnsole Indexing Reviews Robots.txt Issues - Sitemap Issues https://docs.google.com/document/d/1FJDW1lAiaeFTFW7vA5E53HRqCVxujDCjPdErZ-wU9_M/edit	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	25 Apr 2023 03:00 PM	25 Apr 2023 03:30 PM	00:30	0.5
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - Complete	Duplicate Pages Issues - 47 Pages Resolved https://docs.google.com/spreadsheets/d/1SMvCfbeakSQXMzyuMWpwtOeZ-3cxpGW_cqqGIhP21VI/edit#gid=1695946823	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	26 Apr 2023 12:15 PM	26 Apr 2023 03:15 PM	03:00	3
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - Complete	Redirect Chain Loop Issues - 81 Pages Completed - Continue Redirect chain loop issues - Highlighted as green for fixed pages https://docs.google.com/spreadsheets/d/1j-tzDmPrU8i-6d8icX8b3U60Jkc4lktR/edit#gid=171460972	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	02 May 2023 11:00 AM	02 May 2023 12:45 PM	01:45	1.75
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - Complete	Redirect Chain Loop Issues https://docs.google.com/spreadsheets/d/1j-tzDmPrU8i-6d8icX8b3U60Jkc4lktR/edit#gid=171460972	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	03 May 2023 09:15 AM	03 May 2023 12:15 PM	03:00	3
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - Complete	Redirect Chain Loop Issues https://docs.google.com/spreadsheets/d/1j-tzDmPrU8i-6d8icX8b3U60Jkc4lktR/edit#gid=171460972	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	04 May 2023 09:15 AM	04 May 2023 12:00 PM	02:45	2.75

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decima
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - Complete	SEMrush Issues - Redirect Chain Loop Issues https://docs.google.com/spreadsheets/d/1j-tzDmPrU8i-6d8icX8b3U60Jkc4lktR/edit#gid=171460972	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	05 May 2023 09:15 AM	05 May 2023 11:15 AM	02:00	2
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - Complete	[RDS] SEMrush Issues Incorrect pages remove from sitemap & Redirected https://rdsteam.com/insurance-healthcare/	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	08 May 2023 10:20 AM	08 May 2023 11:20 AM	01:00	1
						Total Logged Time: 38:49	Total Logged Time: 38.82