## Period (07-16-2023 - 08-15-2023) - All Staff MembersJenalyn Aquinde

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decin
Carolyn Zamora	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	-banner: https://www.canva.com/design/DAFJBxqKCXk/cyBuZzvw0W_HweFFuqp1IA/edit -off-page: https://docs.google.com/document/ d/1HWpoX3EFecIl37rtTBA4wVSzd41VfHgHUnynOcrMg2A/edit#heading=h.ybI5cmdhpzej	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	15 Aug 2023 10:30 AM	15 Aug 2023 11:00 AM	00:30	0.5
May Alvarez	SEO Content Content   (8 hrs/8 Articles OnPage) - In Progress	> Lauderhill Mall Article - https://www.lauderhillmall.net/news/5-unique-business-ideas-for-stay-at-home-moms.html	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	15 Aug 2023 10:00 AM	15 Aug 2023 10:20 AM	00:20	0.33
Carolyn Zamora	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	-https://docs.google.com/document/d/1rDvoDilejc4-nu25JhGfuWpUbL6aDsGKwgvqv4_kc/edit	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	14 Aug 2023 11:30 AM	14 Aug 2023 12:20 PM	00:50	0.83
May Alvarez	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	> Lauderhill Mall Article Draft - https://docs.google.com/document/d/14KlzmKb7M3zZ_EZBHM-wNyN2x_cXRHd31x-2vFPvf38/edit?usp=sharing	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	14 Aug 2023 10:40 AM	14 Aug 2023 11:00 AM	00:20	0.33
May Alvarez	Operations Check Ins (2hrs) - Complete	> Social Media Monitoring	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	14 Aug 2023 08:00 AM	14 Aug 2023 08:15 AM	00:15	0.25
Alex Moronta	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	rss fix	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	11 Aug 2023 03:00 PM	11 Aug 2023 06:00 PM	03:00	3
May Alvarez	Social Media Content Creation & Ad Management (5 Hrs) - Complete	> Social Media Monitoring Tasks	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	10 Aug 2023 08:15 AM	10 Aug 2023 08:30 AM	00:15	0.25
May Alvarez	SEO Content Content   (8 hrs/8 Articles	Lauderhill Mall Article - https://www.lauderhillmall.net/news/how-to-choose-the-perfect-dinner-date-dress.html > Correctly tag Lauderhill Mall past articles	#117 - General Projects: LauderHillMall.net	09 Aug 2023	09 Aug 2023	01:20	1.33

Staff	Task	Note	Related	Ctout	End	Time	Time
Member	lask	Note	Related	Start Time	Time	Time (h)	Time (decin
	OnPage) - Complete	Under shopping tips: - https://www.lauderhillmall.net/news/how-to-choose-the-perfect-wedding-hair-accessories.html - https://www.lauderhillmall.net/news/finding-the-best-car-parking-spots-at-a-mall.html - https://www.lauderhillmall.net/news/10-back-to-school-tips-for-parents.html - https://www.lauderhillmall.net/news/florida-s-back-to-school-tax-holiday-a-parent-s-must-read.html - https://www.lauderhillmall.net/news/5-must-have-essentials-for-your-summer-vacation-2023.html - https://www.lauderhillmall.net/news/a-practical-guide-to-effective-monthly-saving-and-budgeting.html - https://www.lauderhillmall.net/news/dress-to-impress-styling-tips-for-graduation-day-2023.html - https://www.lauderhillmall.net/news/how-to-shop-for-the-right-skincare-products-for-black-skin.html Under Mall Events: - https://www.lauderhillmall.net/news/celebrate-independence-day-2023-exclusive-deals-and-discounts-at-lauderhill-mall.html - https://www.lauderhillmall.net/news/remembering-our-heroes-patriotic-crafts-and-activities-for-memorial-day.html - https://www.lauderhillmall.net/news/the-ultimate-shopping-experience-what-to-expect-at-the-may-pop-up-shop-at-lauderhill-mall.html\ - https://www.lauderhillmall.net/news/get-checked-and-stay-healthy-celebrating-national-women-s-medical-check-up-day.html Under Holiday Events: - https://www.lauderhillmall.net/news/educational-and-fun-activities-to-teach-the-importance-of-freedom-in-juneteenth-2023.html - https://www.lauderhillmall.net/news/educational-and-fun-activities-to-teach-the-importance-of-freedom-in-juneteenth-2023.html	(18hr,16r) - Lauderhill Mall	10:50 AM	12:10 PM		
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	- Updated featured shops and dining rotation	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	07 Aug 2023 04:25 PM	07 Aug 2023 04:45 PM	00:20	0.33
May Alvarez	Social Media Content Creation & Ad Management (5 Hrs) - Complete	> Mionitor Social Media Posts	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	07 Aug 2023 08:00 AM	07 Aug 2023 08:15 AM	00:15	0.25
Carolyn Zamora	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	-published: https://www.quora.com/profile/Global-Presence-Marketing/Securing-the-Best-Car-Parking-Spots-at-a-Mall	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	04 Aug 2023 12:50 PM	04 Aug 2023 12:55 PM	00:05	0.08
May Alvarez	Social Media Content Creation & Ad Management	Check Lauderhill Mall Website and Social Media	#117 - General Projects: LauderHillMall.net (18hr,16r) -	03 Aug 2023 11:15	03 Aug 2023 11:30	00:15	0.25

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decin
	(5 Hrs) - Complete		Lauderhill Mall	AM	AM		
Carolyn Zamora	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	-published: https://www.quora.com/profile/Global-Presence-Marketing/Decoding-the-Art-of-Wedding-Hair-Accessories	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	02 Aug 2023 11:35 AM	02 Aug 2023 11:40 AM	00:05	0.08
Carolyn Zamora	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	-published  1. https://www.quora.com/profile/Global-Presence-Marketing/Unforgettable-Birthday-Party-Ideas-for-Teens  2. https://www.linkedin.com/pulse/lauderhill-malls-guide-floridas-back-to-school-tax-holiday/  3. https://www.linkedin.com/pulse/10-essential-back-to-school-strategies-parents-lauderhill-mall-fl/-off-page draft: https://docs.google.com/document/ d/13UTgdbPeR9H0K0E7jrmxm7z3z7PuZ6d54CCHvAfC8dk/edit	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	01 Aug 2023 11:35 AM	01 Aug 2023 12:35 PM	01:00	1
Carolyn Zamora	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	-published https://www.linkedin.com/pulse/essential-packing-list-your-perfect-summer-vacation-2023? trackingId=u4sH9/kPKZuQ/tBkw/RUbQ==/?trackingId=u4sH9/kPKZuQ/tBkw/RUbQ==	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	28 Jul 2023 01:00 PM	28 Jul 2023 01:15 PM	00:15	0.25
May Alvarez	Social Media Content Creation & Ad Management (5 Hrs) - Complete	> Lauderhill Mall Social Media Post - edit graphics and post - https://www.canva.com/design/DAFpRbgrTXQ/FOZq90yNweXRuUIOI_wzmw/edit? utm_content=DAFpRbgrTXQ&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	28 Jul 2023 12:00 PM	28 Jul 2023 12:30 PM	00:30	0.5
May Alvarez	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	<ul> <li>Lauderhill Mall Article - https://www.lauderhillmall.net/news/how-to-choose-the-perfect-wedding-hair-accessories.html</li> <li>Lauderhill Mall Operations Tasks - monitor social media posts</li> <li>add heading on blog features on the website</li> </ul>	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	27 Jul 2023 08:00 AM	27 Jul 2023 09:00 AM	01:00	1
May Alvarez	Operations Check Ins (2hrs) - Complete	Lauderhill Mall Operations Tasks - Coordinatw with Yoram regarding new video upload and update client	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	26 Jul 2023 12:10 PM	26 Jul 2023 12:30 PM	00:20	0.33
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	- Uploaded MallBackToSchool2023 video	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	26 Jul 2023 12:00 PM	26 Jul 2023 12:30 PM	00:30	0.5
May	Social Media	Lauderhill Mall SM Posts - finalized and scheduled	#117 - General	26 Jul	26 Jul	01:00	1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decin
Alvarez	Content Creation & Ad Management (5 Hrs) - Complete		Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	2023 08:00 AM	2023 09:00 AM		
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	- Updated featured banner rotation - Added Back-To-School Health Fair post	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	25 Jul 2023 02:30 PM	25 Jul 2023 03:00 PM	00:30	0.5
May Alvarez	Social Media Content Creation & Ad Management (5 Hrs) - Complete	> Lauderhill Mall Social Media Tasks - https://www.canva.com/design/DAFpRbgrTXQ/FOZq90yNweXRuUIOI_wzmw/edit	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	25 Jul 2023 01:00 PM	25 Jul 2023 02:30 PM	01:30	1.5
May Alvarez	Operations Check Ins (2hrs) - Complete	> Lauderhill Mall Operations Tasks - coordinate with Yoram re: website updates and posts	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	25 Jul 2023 12:40 PM	25 Jul 2023 01:00 PM	00:20	0.33
Carolyn Zamora	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	https://docs.google.com/document/d/1HnBhG8ql0T74ll3rqqvaQFksaRpG9tNXxQPYcTSrCeU/edit	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	25 Jul 2023 10:55 AM	25 Jul 2023 11:40 AM	00:45	0.75
May Alvarez	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	> Lauderhill Mall Article - https://www.lauderhillmall.net/news/finding-the-best-car-parking-spots-at-a-mall.html	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	25 Jul 2023 09:00 AM	25 Jul 2023 09:30 AM	00:30	0.5
Carolyn Zamora	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	1. https://docs.google.com/document/d/1GKiVBa98f3u5MbyEq7CvwnA_HqUDrk4eajEBWvXBUU/edit 2. https://docs.google.com/document/d/10GgbAl0B6WZtf0BefEC8xlkV5NTUeGFBc9_9FqHfUWQ/edit	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	21 Jul 2023 10:45 AM	21 Jul 2023 12:15 PM	01:30	1.5
May Alvarez	Social Media Content Creation & Ad Management (5 Hrs) -	Continue Lauderhill Mall SM Posts - https://www.canva.com/design/DAFpRbgrTXQ/FOZq90yNweXRuUIOI_wzmw/edit?ui=eyJGIjp7fX0&analyticsCorrelationId=90e9f8a1-0756-4f58-9a78-e4245484de5b	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	21 Jul 2023 10:15 AM	21 Jul 2023 10:45 AM	00:30	0.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decin
	Complete						
May Alvarez	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	Lauderhill Mall Article - https://docs.google.com/document/d/1LbNFGa0i8pY8oJ0zABYRL4v8OMH2v3BHcu44G8sYFm8/edit?usp=sharing	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	21 Jul 2023 09:00 AM	21 Jul 2023 09:30 AM	00:30	0.5
May Alvarez	Social Media Content Creation & Ad Management (5 Hrs) - Complete	Lauderhill Mall SM Posts - https://www.canva.com/design/DAFpRbgrTXQ/FOZq90yNweXRuUIOI_wzmw/edit?ui=eyJGljp7fX0&analyticsCorrelationId=90e9f8a1-0756-4f58-9a78-e4245484de5b	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	21 Jul 2023 08:00 AM	21 Jul 2023 09:00 AM	01:00	1
May Alvarez	Operations Check Ins (2hrs) - Complete	Lauderhill Mall Operations Tasks - check social media posts	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	20 Jul 2023 02:00 PM	20 Jul 2023 02:15 PM	00:15	0.25
Carolyn Zamora	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	-off page 1. https://docs.google.com/document/d/1Ypzay1XdzkSO2Rj3_AqOAbOYQUBL-QIVKsf2H2s13Cw/edit 2. https://docs.google.com/document/d/1VM7z4BjNnsu1RHMtMVFkRUMNbguF_7iEB0ZUoaxrElE/edit -published: 1. The Role of PPC Management in Small Business Growth - for approval on reddit 2. https://www.linkedin.com/pulse/essential-content-marketing-strategies-small-businesses-impactmiami - updated annual guide sheets	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	20 Jul 2023 10:30 AM	20 Jul 2023 12:15 PM	01:45	1.75
May Alvarez	Operations Check Ins (2hrs) - Complete	Check Lauderhill Mall site banners	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	18 Jul 2023 02:10 PM	18 Jul 2023 02:25 PM	00:15	0.25
May Alvarez	Operations Check Ins (2hrs) - Complete	> Monitor Lauderhill Mall SM Posts	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	2023	18 Jul 2023 12:45 PM	00:15	0.25
May Alvarez	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	> Lauderhill Mall Article - https://www.lauderhillmall.net/news/birthday-party-ideas-for-teens-from-adventure-to-glamour.html	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	18 Jul 2023 12:00 PM	18 Jul 2023 12:35 PM	00:35	0.58

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decin
May Alvarez	Social Media Content Creation & Ad Management (5 Hrs) - Complete	Monitor Lauderhill Social Media Posts and schedule new ones	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	17 Jul 2023 10:30 AM	17 Jul 2023 11:00 AM	00:30	0.5
May Alvarez	SEO Content Content   (8 hrs/8 Articles OnPage) - Complete	> Lauderhill Mall Articles On-Page: https://www.lauderhillmall.net/news/celebrate-independence-day-2023-exclusive-deals-and-discounts-at-lauderhill-mall.html Off-Page: https://lauderhillmall.blogspot.com/2023/07/back-to-school-tips-to-prepare-your-kids.html Draft: https://docs.google.com/document/d/1XCSI9fkMxFBVXBoVbV2UTUfbuQ1LkPlxW3VN96nQ1oc/edit?usp=sharing	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	17 Jul 2023 09:00 AM	17 Jul 2023 10:30 AM	01:30	1.5
						Total Logged Time: 24:35	Total Logge Time: 24.58