

## Period (08-18-2023 - 09-17-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)
Ashraf Akbar	WordPress Management (4 hrs) - In Progress	List all landing page to sheet & minor landing update	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	15 Sep 2023 09:34 AM	15 Sep 2023 10:04 AM	00:30
May Alvarez	Operations Task (10hrs) - In Progress	<ul style="list-style-type: none"> <li>&gt; PDC Operations Tasks</li> <li>- Organize Folders - <a href="https://drive.google.com/drive/folders/1nuiFjzq4JH_uX9dRz50p-JFztCFIfouz?usp=sharing">https://drive.google.com/drive/folders/1nuiFjzq4JH_uX9dRz50p-JFztCFIfouz?usp=sharing</a></li> <li>- Create shared files for PDC Public Projects Folders</li> <li>- Landing Pages: <a href="https://docs.google.com/spreadsheets/d/1iiMxDtkOJf5gpfU92Y3KoXYGss8221olofltp2kHMI4/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1iiMxDtkOJf5gpfU92Y3KoXYGss8221olofltp2kHMI4/edit?usp=sharing</a></li> <li>- SEO Content Master List: <a href="https://docs.google.com/document/d/1seTAI49oiTX-yBtlvRq5Vs2ZHpe0aecbh89Kk4zs9M/edit?usp=sharing">https://docs.google.com/document/d/1seTAI49oiTX-yBtlvRq5Vs2ZHpe0aecbh89Kk4zs9M/edit?usp=sharing</a></li> <li>- Edit DMF Webpage and send more updates to Ashraf</li> </ul>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	14 Sep 2023 02:00 PM	14 Sep 2023 03:15 PM	01:15
May Alvarez	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - In Progress	- Post PDC Awards on their Social Media Accounts - (repeat in Facebook) scheduled	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	13 Sep 2023 12:00 PM	13 Sep 2023 12:10 PM	00:10
Ashraf Akbar	WordPress Management (4 hrs) - In Progress	Landing page edit based on feedback	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	13 Sep 2023 11:38 AM	13 Sep 2023 12:08 PM	00:30
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - In Progress	- PDC Article on Whole Home Automation Award - <a href="https://premiumdigitalcontrol.com/premium-digital-control-wins-bronze-at-ce-pro-2023-home-of-the-year-awards-for-exemplary-whole-house-smart-home-project/">https://premiumdigitalcontrol.com/premium-digital-control-wins-bronze-at-ce-pro-2023-home-of-the-year-awards-for-exemplary-whole-house-smart-home-project/</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	13 Sep 2023 11:00 AM	13 Sep 2023 12:00 PM	01:00
May Alvarez	Operations Task (10hrs) - In Progress	<ul style="list-style-type: none"> <li>&gt; PDC Operations Tasks</li> <li>- Email PDC and team re: Awards posts DMF Project</li> <li>- check in with team re: podcast schedules</li> </ul>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Sep 2023 09:30 AM	12 Sep 2023 09:50 AM	00:20
May Alvarez	Social Media Essential Post Plan: (8	<ul style="list-style-type: none"> <li>&gt; DMF Series of Posts - <a href="https://www.canva.com/design/DAFt33RIUqc/gFJJTAKxmh1nADKPuzG_BQ/utm_content=DAFt33RIUqc&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFt33RIUqc/gFJJTAKxmh1nADKPuzG_BQ/utm_content=DAFt33RIUqc&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a></li> </ul>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital	12 Sep 2023	12 Sep 2023	00:30

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)
	Video Postings) (20 hrs) - In Progress		Control and Automation	09:00 AM	09:30 AM	
May Alvarez	WordPress Management (4 hrs) - In Progress	> PDC DMF Webpage Content - <a href="https://docs.google.com/document/d/1FOlOoyLcO8FuqSIaOe5jJnATkCkqA8bomut3mh6Qk-g/edit?usp=sharing">https://docs.google.com/document/d/1FOlOoyLcO8FuqSIaOe5jJnATkCkqA8bomut3mh6Qk-g/edit?usp=sharing</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Sep 2023 08:00 AM	12 Sep 2023 09:00 AM	01:00
Ashraf Akbar	WordPress Management (4 hrs) - In Progress	DMF landing pages + new elementor widget tabbed image change	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Sep 2023 07:40 AM	12 Sep 2023 11:40 AM	04:00
May Alvarez	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - In Progress	> PDC Post on Whole Home Automation Awards - posted	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Sep 2023 05:00 AM	12 Sep 2023 05:20 AM	00:20
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - In Progress	> PDC Article on Best Master Suite Project - <a href="https://premiumdigitalcontrol.com/premium-digital-control-clinches-best-master-suite-project-award-at-the-2023-home-of-the-year-awards/">https://premiumdigitalcontrol.com/premium-digital-control-clinches-best-master-suite-project-award-at-the-2023-home-of-the-year-awards/</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	12 Sep 2023 04:00 AM	12 Sep 2023 05:00 AM	01:00
Jacob Hakimian	Google Ads Optimization (20 hrs) - In Progress		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	08 Sep 2023 03:00 PM	08 Sep 2023 05:00 PM	02:00
May Alvarez	Operations Task (10hrs) - In Progress	> PDC Tasks - Social Media Post for their award - <a href="https://www.canva.com/design/DAFt33RIUqc/gFJJTAKxmh1nADKPuzG_BQ/edit?utm_content=DAFt33RIUqc&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFt33RIUqc/gFJJTAKxmh1nADKPuzG_BQ/edit?utm_content=DAFt33RIUqc&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	08 Sep 2023 11:10 AM	08 Sep 2023 11:30 AM	00:20
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - In Progress	> PDC Article - <a href="https://premiumdigitalcontrol.com/control4-home-automation-can-support-you/">https://premiumdigitalcontrol.com/control4-home-automation-can-support-you/</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	07 Sep 2023 10:30 AM	07 Sep 2023 11:00 AM	00:30

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)
May Alvarez	Operations Task (10hrs) - In Progress	> PDC Operations Tasks - Follow up on tasks - Monitor social media - Monitor CRM for leads	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Sep 2023 11:23 AM	06 Sep 2023 11:40 AM	00:17
May Alvarez	Social Media Essential Post Plan: (8 Video Postings) (20 hrs) - In Progress	- Post CEDIA Expo picture on Instagram	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	06 Sep 2023 11:15 AM	06 Sep 2023 11:23 AM	00:08
May Alvarez	Operations Task (10hrs) - In Progress	> PDC Project Sheet Update: <a href="https://docs.google.com/spreadsheets/d/1RGpko-zJodfVKHZyDXuzJK-8z2qt4WMnZpInmpRPbz0/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1RGpko-zJodfVKHZyDXuzJK-8z2qt4WMnZpInmpRPbz0/edit?usp=sharing</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	04 Sep 2023 10:45 AM	04 Sep 2023 11:00 AM	00:15
Jacob Hakimian	Google Ads Optimization (20 hrs) - In Progress		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	01 Sep 2023 01:50 PM	01 Sep 2023 04:00 PM	02:10
May Alvarez	Operations Task (10hrs) - In Progress	> PDC Operations Tasks - Check new Enhancify banners across all pages	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	01 Sep 2023 11:10 AM	01 Sep 2023 11:30 AM	00:20
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - In Progress	> PDC Article - <a href="https://premiumdigitalcontrol.com/control4-smart-homes-personalize/">https://premiumdigitalcontrol.com/control4-smart-homes-personalize/</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	31 Aug 2023 11:30 AM	31 Aug 2023 12:00 PM	00:30
Jacob Hakimian	Google Ads Optimization (20 hrs) - In Progress		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	31 Aug 2023 11:00 AM	31 Aug 2023 01:00 PM	02:00
Ashraf Akbar	WordPress Management (4 hrs) - In Progress	- Change CTA button(whole site) - Check pdc email notification	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	30 Aug 2023 11:25	30 Aug 2023 02:25	03:00

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)
				AM	PM	
May Alvarez	Operations Task (10hrs) - In Progress	> PDC Operations Tasks - Corresponded with Rebekah - Project Summary Report - Enhancify Banner - Trifold Borchure compression - sent to Marti	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	30 Aug 2023 10:30 AM	30 Aug 2023 11:00 AM	00:30
May Alvarez	Operations Task (10hrs) - In Progress	> PDC Operations Tasks - check podcast scheduling and social pilot - social media monitoring - assign tasks to team - request tasks update from team	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	28 Aug 2023 10:50 AM	28 Aug 2023 11:10 AM	00:20
Jacob Hakimian	Google Ads Optimization (20 hrs) - In Progress		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	25 Aug 2023 03:00 PM	25 Aug 2023 06:00 PM	03:00
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - In Progress	- PDC article publishing. - <a href="https://premiumdigitalcontrol.com/smart-tv-entertainment-in-aqualina/">https://premiumdigitalcontrol.com/smart-tv-entertainment-in-aqualina/</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	25 Aug 2023 11:25 AM	25 Aug 2023 11:40 AM	00:15
May Alvarez	Operations Task (10hrs) - In Progress	> PDC Operations Tasks - PDC Podcasts scheduling and posting - Check podcast videos for edit	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	25 Aug 2023 11:00 AM	25 Aug 2023 11:25 AM	00:25
May Alvarez	Operations Task (10hrs) - In Progress	> Other PDC Operations Tasks > Monitor SM postings > Enhancify new banners (created a task for Ashraf) too > one-star reviews on Google monitoring > CEDIA Expo research for posting	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 Aug 2023 12:30 PM	24 Aug 2023 01:00 PM	00:30
May Alvarez	Operations Task (10hrs) - In Progress	> PDC Operations Tasks - PDC podcast #2 revision - PDC brochure resizing	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 Aug 2023 11:45 AM	24 Aug 2023 12:15 PM	00:30
Jacob Hakimian	Google Ads Optimization (20 hrs) - In Progress		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 Aug 2023 11:00 AM	24 Aug 2023 01:00 PM	02:00

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - In Progress	> PDC Article on Aqualina - saved on the backend, waitinf for hastags to be fixed	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	24 Aug 2023 11:00 AM	24 Aug 2023 11:30 AM	00:30
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - In Progress	> PDC Aqualina Blog Content: <a href="https://docs.google.com/document/d/14I36t4R_RrsZRIKkHbSr_7M218APDQ4fxvhv7vY3IKQ/edit?usp=sharing">https://docs.google.com/document/d/14I36t4R_RrsZRIKkHbSr_7M218APDQ4fxvhv7vY3IKQ/edit?usp=sharing</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	23 Aug 2023 12:00 PM	23 Aug 2023 12:30 PM	00:30
May Alvarez	Podcast Show Premium Plan (2 hrs) - In Progress	> PDC Podcast Revisions - <a href="https://docs.google.com/document/d/1FVxE4txp0Bpt16VP7-1TFDlufK7cRC37eSJbjAxjtOA/edit?usp=sharing">https://docs.google.com/document/d/1FVxE4txp0Bpt16VP7-1TFDlufK7cRC37eSJbjAxjtOA/edit?usp=sharing</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	23 Aug 2023 11:10 AM	23 Aug 2023 12:00 PM	00:50
Jacob Hakimian	Google Ads Optimization (20 hrs) - In Progress		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	23 Aug 2023 11:00 AM	23 Aug 2023 01:00 PM	02:00
May Alvarez	Operations Task (10hrs) - In Progress	> PDC Operations Tasks - noted from yesterday meeting - assign tasks to team	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	22 Aug 2023 11:15 AM	22 Aug 2023 11:35 AM	00:20
May Alvarez	SEO Content (6 on-page/4 off-page) (10 hrs) - In Progress	- PDC blog: <a href="https://premiumdigitalcontrol.com/scalable-home-automation/">https://premiumdigitalcontrol.com/scalable-home-automation/</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	22 Aug 2023 10:45 AM	22 Aug 2023 11:05 AM	00:20
May Alvarez	Operations Task (10hrs) - In Progress	> PDC Operations Tasks - Change video titles to include brand	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	22 Aug 2023 10:35 AM	22 Aug 2023 10:45 AM	00:10
Muhammad Salman	SEO Technical (10 hrs) - In Progress	[PDC] - Backlinks - Offsite - Google search Console <a href="https://docs.google.com/spreadsheets/d/1tltK2pXmVT70kRFlikrR2QPW8zFeVvpb/edit#gid=2050390717">https://docs.google.com/spreadsheets/d/1tltK2pXmVT70kRFlikrR2QPW8zFeVvpb/edit#gid=2050390717</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	22 Aug 2023 09:00 AM	22 Aug 2023 10:00 AM	01:00
May	Client	> PDC Meeting with Rebekah and Randy	#460 - General Projects:	21	21	00:30

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)
Alvarez	Meetings (2 hrs) - In Progress		PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	Aug 2023 12:00 PM	Aug 2023 12:30 PM	
May Alvarez	Operations Task (10hrs) - In Progress	> PDC Operations Tasks - <a href="https://docs.google.com/presentation/d/1rjoHbaiM3jvDvo26eluXPlaYacfYUXOXiHuRAJX0Ga8/edit#slide=id.g2398f06581a_0_4">https://docs.google.com/presentation/d/1rjoHbaiM3jvDvo26eluXPlaYacfYUXOXiHuRAJX0Ga8/edit#slide=id.g2398f06581a_0_4</a> - <a href="https://docs.google.com/document/d/1YVsWSm2QJfHhSD7ivgMh-KHLGT5xmgxh9jflA0w5-GA/edit?usp=sharing">https://docs.google.com/document/d/1YVsWSm2QJfHhSD7ivgMh-KHLGT5xmgxh9jflA0w5-GA/edit?usp=sharing</a>	#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	21 Aug 2023 11:30 AM	21 Aug 2023 12:00 PM	00:30
Jacob Hakimian	Google Search, Display & Youtube Ads (10 hrs) - In Progress		#460 - General Projects: PremiumDigitalControl.com (63hr,18r) - Premium Digital Control and Automation	21 Aug 2023 11:00 AM	21 Aug 2023 01:00 PM	02:00
						Total Logged Time: 38:15