

Period (04-25-2023 - 05-24-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Meetings with Client - Complete	10-10:30AM [Agape] -weekly meeting	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	24 May 2023 1 1:58 AM	24 May 2023 12:28 PM	00:30	0.5
May Alvarez	SEO Basic Content Plan (4 On-Page/4 Off-Page) (10 hrs) - agapefamilyhealth.org/ - Complete	Agape SEO content On-page: https://agapefamilyhealth.org/medical-specialists-for-comprehensive-care/ Off-page: https://www.reddit.com/r/Miami/comments/13qr5sx/effective_tips_for_managing_chronic_conditions_at/> Edit Agape Blog Banners to include people of color - https://agapefamilyhealth.org/behavioral-therapy-for-mental-health/ - https://agapefamilyhealth.org/best-treatments-for-chronic-tension-headache/ - https://agapefamilyhealth.org/6-practical-tips-to-stop-a-panic-attack/	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	24 May 2023 1 1:45 AM	24 May 2023 01:30 PM	01:45	1.75
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	9:10-10:10 [Mamathrive] -facebook ads -optimize placement delivery -scale budget	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	24 May 2023 1 1:27 AM	24 May 2023 12:27 PM	01:00	1
Michael Ocampo	Website Managment (12hrs) - Complete	https://agapefamilyhealth.org/about/quality-care/ https://agapefamilyhealth.org/careers/benefit/ - need more design https://agapefamilyhealth.org/careers/culture/ - In progress	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	24 May 2023 1 0:40 AM	24 May 2023 01:10 PM	02:30	2.5
						Total Logged Time: 103:06	Total Logged Time: 103.1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Meetings with Client - Complete	Agape Meeting	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	24 May 2023 10:00 AM	24 May 2023 10:30 AM	00:30	0.5
Patrick Zeus Ra	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - Complete	7:45 - 8:15 [Agape] - edit voice over videos - https://drive.google.com/drive/folders/1xEBCziVJunEXH0KBxuvF5-ejohv3Z6yQ?	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	24 May 2023 07:45 AM	24 May 2023 08:15 AM	00:30	0.5
Michael Ocampo	Website Managment (12hrs) - Complete	In progress: https://agapefamilyhealth.org/careers/benefit/ https://agapefamilyhealth.org/careers/culture/	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	23 May 2023 05:00 PM	23 May 2023 06:25 PM	01:25	1.42
Michael Ocampo	Website Managment (12hrs) - Complete	Additional content: https://agapefamilyhealth.org/careers/diversity-inclusion/ https://agapefamilyhealth.org/about/quality-care/	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	23 May 2023 01:30 PM	23 May 2023 02:20 PM	00:50	0.83
May Alvarez	SEO Basic Content Plan (6 On-Page/4 Off-Page) (10 hrs) - MamaThrive.org - Complete	Mama Thrive On-Page SEO Content - https://mamathrive.org/preparing-for-parenthood-essential-tips-for-mothers/ - https://www.quora.com/profile/Global-Presence-Marketing/From-Pregnancy-to-Postpartum-Navigating-the-Emotional-Rollercoaster-Pregnancy-and-the-postpartum-period-are-beautiful-a	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	23 May 2023 10:45 AM	23 May 2023 12:30 PM	01:45	1.75
						Total Logged Time: 103:06	Total Logged Time: 103.1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	8:40-9:40 [Mamathrive] -facebook ads -checking of campaign -weekly report -setting-up conversion tracking	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	23 May 2023 10:28 AM	23 May 2023 11:28 AM	01:00	1
Muhammad Shahid	CRM Management   Starter Plan (8 hrs) - Complete	- please fix the freezing for Mama Thrive CRM	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	23 May 2023 10:00 AM	23 May 2023 11:30 AM	01:30	1.5
May Alvarez	SEO Basic Content Plan (4 On-Page/4 Off-Page) (10 hrs) - agapefamilyhealth.org/ - Complete	Agape SEO Off-Page Content 2 Off-Page - https://global-presence-news.ghost.io/how-to-choose-the-right-online-pharmacy-for-your-medication-needs/ - https://sites.google.com/d/1UBAGPi1qaZfAuggOu1cWjkwGAwewcRNO/p/1bbBiSofk6h0dNhrC8Xb7TcXaFWKI-gn_/edit 1 On-Page - https://agapefamilyhealth.org/essential-family-medicines-at-home/	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	23 May 2023 09:15 AM	23 May 2023 10:45 AM	01:30	1.5
May Alvarez	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - Complete	Review Agape Health Video Scripts - https://docs.google.com/document/d/18ld_veajyQlpBICqr0TjprdxXUc3xVsFQbssIF952w4/edit# - Send emails for MamaThrive appointment	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	22 May 2023 03:35 PM	22 May 2023 04:00 PM	00:25	0.42
Michael Ocampo	Website Managment (12hrs) - Complete	Additional contents	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	22 May 2023 02:30 PM	22 May 2023 03:30 PM	01:00	1

Total Logged Time: 103.1

Total Logged Time: 103:06

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Team Meetings - Complete	Meet with Patrick regarding Social Media Posts and Videos	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	22 May 2023 12:45 PM	22 May 2023 01:30 PM	00:45	0.75
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	9:10-10:10 [Mamathrive] -facebook ads -optimize campaign -arranging the business account assets and structure	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	22 May 2023 11:43 AM	22 May 2023 12:43 PM	01:00	1
Patrick Zeus Ra	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - Complete	9:30 - 2:00 [Agape] - 10 Voice Over Videos - <a href="https://drive.google.com/drive/folders/1xEBCziVJunEXH0KBxuvF5-ejohv3Z6yQ?usp=share_link">https://drive.google.com/drive/folders/1xEBCziVJunEXH0KBxuvF5-ejohv3Z6yQ?usp=share_link</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	22 May 2023 09:30 AM	22 May 2023 02:00 PM	04:30	4.5
Patrick Zeus Ra	Social Media Ads Management (30 hr) - Complete	10:00 - 3:00 [Agape] - 10 Voice Over Videos Script - <a href="https://docs.google.com/document/d/18ld_veajyQlpBICqr0TjprdxXUc3xVsFQbssIF952w4/edit?usp=sharing">https://docs.google.com/document/d/18ld_veajyQlpBICqr0TjprdxXUc3xVsFQbssIF952w4/edit?usp=sharing</a> Videos - <a href="https://www.wevideo.com/view/3082194127">https://www.wevideo.com/view/3082194127</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	20 May 2023 10:00 PM	21 May 2023 03:00 AM	05:00	5
Michael Ocampo	Website Managment (12hrs) - Complete	Apply mass update for contact no. from (904) 861-3929 to +1 904-714-2810	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	19 May 2023 03:45 PM	19 May 2023 04:10 PM	00:25	0.42

Total Logged Time: 103:06

Total Logged Time: 103.1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	9:10-10:40 [Mamathrive] -facebook ads -checking of campaign -troubleshoot their BM - install pixel with Ashraf -create pixel for BA - connect pixel to ad account -modify access in ad account -review domain verification due to meta update (today)	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyheal th.org	19 May 2023 11:29 AM	19 May 2023 12:59 PM	01:30	1.5
Michael Ocampo	Website Management (12hrs) - Complete	Redesign layout and add images to each page created	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyheal th.org	19 May 2023 10:30 AM	19 May 2023 02:45 PM	04:15	4.25
Patrick Zeus Ra	Social Media Ads Management (30 hr) - Complete	9:30 - 1:45 [Mamathrive] Edit Images Posts - https://www.canva.com/design/DAFjSYrUNhE/HDo8iHYn7XUrQ0BeYzI7-A/edit?utm_content=DAFjSYrUNhE&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton Video Posts - https://drive.google.com/drive/folders/1u9ic2jaSdYTC3L6yEm6C4jNXcF716k0C?usp=share_link Schedule Left Posts for May on Social Pilot - done / note: 2 posts captions need to be shortened. Additional SM Posts - https://www.canva.com/design/DAFjSYrUNhE/HDo8iHYn7XUrQ0BeYzI7-A/edit?utm_content=DAFjSYrUNhE&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyheal th.org	19 May 2023 09:30 AM	19 May 2023 01:45 PM	04:15	4.25

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Operations Task (10hrs) - Complete	Review Agape Website Content Added - <a href="https://agapefamilyhealth.org/about/our-service-area/">https://agapefamilyhealth.org/about/our-service-area/</a> - <a href="https://agapefamilyhealth.org/about/quality-care/patient-satisfaction/">https://agapefamilyhealth.org/about/quality-care/patient-satisfaction/</a> - <a href="https://agapefamilyhealth.org/about/quality-care/quality-measures/">https://agapefamilyhealth.org/about/quality-care/quality-measures/</a> - <a href="https://agapefamilyhealth.org/about/quality-care/notice-of-non-discrimination/">https://agapefamilyhealth.org/about/quality-care/notice-of-non-discrimination/</a> - <a href="https://agapefamilyhealth.org/about/community/">https://agapefamilyhealth.org/about/community/</a> - <a href="https://agapefamilyhealth.org/about/community/advocacy/">https://agapefamilyhealth.org/about/community/advocacy/</a> - <a href="https://agapefamilyhealth.org/about/policies/privacy-practices/">https://agapefamilyhealth.org/about/policies/privacy-practices/</a> - <a href="https://agapefamilyhealth.org/about/policies/aviso-de-privacidad/">https://agapefamilyhealth.org/about/policies/aviso-de-privacidad/</a> - <a href="https://agapefamilyhealth.org/medical/">https://agapefamilyhealth.org/medical/</a> > Relay Agape website concerns to Michael	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	18 May 2023 03:00 PM	18 May 2023 03:45 PM	00:45	0.75
May Alvarez	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - Complete	Review Agape SM Posts - <a href="https://www.canva.com/design/DAFjSYrUNhE/HDo8iHYn7XUrq0BeYzl7-A/edit?utm_content=DAFjSYrUNhE&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFjSYrUNhE/HDo8iHYn7XUrq0BeYzl7-A/edit?utm_content=DAFjSYrUNhE&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	18 May 2023 02:10 PM	18 May 2023 02:30 PM	00:20	0.33
Patrick Zeus Ra	Social Media Ads Management (30 hr) - Complete	1:00 - 2:00 [Agape] - SM Posts - <a href="https://www.canva.com/design/DAFjSYrUNhE/HDo8iHYn7XUrq0BeYzl7-A/edit?utm_content=DAFjSYrUNhE&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFjSYrUNhE/HDo8iHYn7XUrq0BeYzl7-A/edit?utm_content=DAFjSYrUNhE&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	18 May 2023 01:00 PM	18 May 2023 02:00 PM	01:00	1

Total Logged Time: 103:06

Total Logged Time: 103.1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	10:10-11:10 [Mamathrive] -facebook ads -checking of campaign -troubleshooting of Business account due to absence of domain, ad account and pixel -launch cbo campaign	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	18 May 2023 12:42 PM	18 May 2023 01:42 PM	01:00	1
May Alvarez	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - Complete	Agape Video Scripts - <a href="https://docs.google.com/document/d/18Id_veajyQlpBICqrOTjprdxXUc3xVsFQbssIF952w4/edit#">https://docs.google.com/document/d/18Id_veajyQlpBICqrOTjprdxXUc3xVsFQbssIF952w4/edit#</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	18 May 2023 12:10 PM	18 May 2023 12:45 PM	00:35	0.58
Michael Ocampo	Website Managment (12hrs) - Complete	<a href="https://agapefamilyhealth.org/about/our-service-area/">https://agapefamilyhealth.org/about/our-service-area/</a> <a href="https://agapefamilyhealth.org/about/quality-care/patient-satisfaction/">https://agapefamilyhealth.org/about/quality-care/patient-satisfaction/</a> <a href="https://agapefamilyhealth.org/about/quality-care/quality-measures/">https://agapefamilyhealth.org/about/quality-care/quality-measures/</a> <a href="https://agapefamilyhealth.org/about/quality-care/notice-of-non-discrimination/">https://agapefamilyhealth.org/about/quality-care/notice-of-non-discrimination/</a> <a href="https://agapefamilyhealth.org/about/community/">https://agapefamilyhealth.org/about/community/</a> <a href="https://agapefamilyhealth.org/about/community/advocacy/">https://agapefamilyhealth.org/about/community/advocacy/</a> <a href="https://agapefamilyhealth.org/about/policies/privacy-practices/">https://agapefamilyhealth.org/about/policies/privacy-practices/</a> <a href="https://agapefamilyhealth.org/about/policies/aviso-de-privacidad/">https://agapefamilyhealth.org/about/policies/aviso-de-privacidad/</a> <a href="https://agapefamilyhealth.org/medical/">https://agapefamilyhealth.org/medical/</a> <a href="https://agapefamilyhealth.org/when-to-go-to-the-er/">https://agapefamilyhealth.org/when-to-go-to-the-er/</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	18 May 2023 11:00 AM	18 May 2023 03:45 PM	04:45	4.75
						Total Logged Time: 103:06	Total Logged Time: 103.1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	Website Managment (12hrs) - Complete	Added contents to pages <a href="https://docs.google.com/document/d/1QjzF5Pxda_cii6ywLQbLybwjuNMKDcVLuQhoozzgCliw/edit#">https://docs.google.com/document/d/1QjzF5Pxda_cii6ywLQbLybwjuNMKDcVLuQhoozzgCliw/edit#</a> <a href="https://agapefamilyhealth.org/about/our-service-area/">https://agapefamilyhealth.org/about/our-service-area/</a> configured global sidebar menu	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	18 May 2023 08:50 AM	18 May 2023 09:20 AM	00:30	0.5
May Alvarez	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - Complete	Meet with Patrick regarding Agape Social Media Content - <a href="https://www.canva.com/design/DAFjSYrUNhE/HDo8iHYn7XUrQ0BeYzI7-A/edit?utm_content=DAFjSYrUNhE&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFjSYrUNhE/HDo8iHYn7XUrQ0BeYzI7-A/edit?utm_content=DAFjSYrUNhE&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	18 May 2023 08:30 AM	18 May 2023 09:00 AM	00:30	0.5
May Alvarez	Website Managment (12hrs) - Complete	Agape Website Content - <a href="https://docs.google.com/document/d/1QjzF5Pxda_cii6ywLQbLybwjuNMKDcVLuQhoozzgCliw/edit#">https://docs.google.com/document/d/1QjzF5Pxda_cii6ywLQbLybwjuNMKDcVLuQhoozzgCliw/edit#</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	18 May 2023 07:40 AM	18 May 2023 08:30 AM	00:50	0.83
Joms Alboroto	Meetings with Client - Complete	10:00-10:30 [Agape] -weekly meeting	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	17 May 2023 03:58 PM	17 May 2023 04:28 PM	00:30	0.5
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	8:45 AM - 10:00AM [Mamathrive] -facebook ads -checking of campaign -Offset time: Meeting with Zack and Mia for Business Account Access	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	17 May 2023 03:13 PM	17 May 2023 04:28 PM	01:15	1.25

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Total Logged Time: 103.1



Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	Website Managment (12hrs) - Complete	<a href="https://docs.google.com/document/d/1QjzF5Pxda_cii6ywLQbLybwjuNMKDcVLuQhozzgCliw/">https://docs.google.com/document/d/1QjzF5Pxda_cii6ywLQbLybwjuNMKDcVLuQhozzgCliw/</a> added sidebar menu	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	17 May 2023 03:00 PM	17 May 2023 03:45 PM	00:45	0.75
May Alvarez	Website Managment (12hrs) - Complete	Agape Website Content - <a href="https://docs.google.com/document/d/1QjzF5Pxda_cii6ywLQbLybwjuNMKDcVLuQhozzgCliw/edit#task=CSAgdrvWmlqYQVZ6">https://docs.google.com/document/d/1QjzF5Pxda_cii6ywLQbLybwjuNMKDcVLuQhozzgCliw/edit#task=CSAgdrvWmlqYQVZ6</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	17 May 2023 12:00 PM	17 May 2023 01:30 PM	01:30	1.5
May Alvarez	Ad Hoc Task - Complete	Agape Operations Tasks - Relay meeting notes to phone marketing team - Send email to Toni for partner appointment - Troubleshoot Outlook Calendar -Answer questions from the team regarding Agape Tasks	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	17 May 2023 10:45 AM	17 May 2023 11:30 AM	00:45	0.75
May Alvarez	Website Managment (12hrs) - Complete	Meet with Michael to talk about Agape website content - <a href="https://docs.google.com/document/d/1QjzF5Pxda_cii6ywLQbLybwjuNMKDcVLuQhozzgCliw/edit#task=CSAgdrvWmlqYQVZ6">https://docs.google.com/document/d/1QjzF5Pxda_cii6ywLQbLybwjuNMKDcVLuQhozzgCliw/edit#task=CSAgdrvWmlqYQVZ6</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	17 May 2023 10:30 AM	17 May 2023 10:45 AM	00:15	0.25
Michael Ocampo	Website Managment (12hrs) - Complete	Updated admin email, blog page, upload mother's day video, created doc <a href="https://docs.google.com/document/d/1QjzF5Pxda_cii6ywLQbLybwjuNMKDcVLuQhozzgCliw/edit#">https://docs.google.com/document/d/1QjzF5Pxda_cii6ywLQbLybwjuNMKDcVLuQhozzgCliw/edit#</a> for pages that needs content	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	17 May 2023 10:20 AM	17 May 2023 12:20 PM	02:00	2

Total Logged Time: 103:06

Total Logged Time: 103.1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Meetings with Client - Complete	Meeting with Agape	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	17 May 2023 10:00 AM	17 May 2023 10:30 AM	00:30	0.5
May Alvarez	SEO Basic Content Plan (4 On-Page/4 Off-Page) (10 hrs) - agapefamilyhealth.org/ - Complete	SEO Content for Agape - https://agapefamilyhealth.org/behavioral-therapy-for-mental-health/ - https://agapefamilyhealth.org/health-at-mamathrive-and-agape-family-health/	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	17 May 2023 08:00 AM	17 May 2023 09:15 AM	01:15	1.25
May Alvarez	Operations Task (10hrs) - Complete	Agape phone marketing assist to teams for questions and clarifications - Send appointment email to Toni	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	17 May 2023 03:00 AM	17 May 2023 03:30 AM	00:30	0.5
May Alvarez	Ad Hoc Task - Complete	- Mama Thrive homepage pictures: https://www.canva.com/design/DAFjGna5tFs/Js96SLzUMBOjzMUIjOYUgQ/edit?ui=eyJGljp7fX0&analyticsCorrelationId=7279844f-1dc6-48d1-9976-5f7c1d71bb4f	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	16 May 2023 02:40 PM	16 May 2023 03:00 PM	00:20	0.33
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	8:45 AM - 9:45AM [Mamathrive] -facebook ads -checking of campaign -weekly report	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	16 May 2023 12:08 PM	16 May 2023 01:08 PM	01:00	1

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Total Logged Time: 103.1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	Website Managment (12hrs) - Complete	Audit pages to update new logo [updated all logo]	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	15 May 2023 02:00 PM	15 May 2023 02:40 PM	00:40	0.67
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	10:30 AM - 11:30AM [Mamathrive] -facebook ads optimization -checking of campaign -checking of video creatives for mother's day	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	12 May 2023 11:42 AM	12 May 2023 12:42 PM	01:00	1
Patrick Zeus Ra	Social Media Ads Management (30 hr) - Complete	10:30 - 12:00 [GPM] - MT Mother's Day Video - <a href="https://drive.google.com/file/d/1nhBFIGltQPDmaD0TWe0LzLlvESMKb8ta/view?usp=share_link">https://drive.google.com/file/d/1nhBFIGltQPDmaD0TWe0LzLlvESMKb8ta/view?usp=share_link</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	12 May 2023 10:30 AM	12 May 2023 12:00 PM	01:30	1.5
Jacob Hakimian	Ad Hoc Task - Complete	Google Ads	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	11 May 2023 02:30 PM	11 May 2023 03:30 PM	01:00	1
Patrick Zeus Ra	Social Media Ads Management (30 hr) - Complete	10:30 - 12:30 [Mamathrive] - Mother's Day Video - <a href="https://www.canva.com/design/DAFinZn4IFM/a7CGnohlAApupbuwSJYYRQ/edit?utm_content=DAFinZn4IFM&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFinZn4IFM/a7CGnohlAApupbuwSJYYRQ/edit?utm_content=DAFinZn4IFM&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	11 May 2023 10:30 AM	11 May 2023 12:30 PM	02:00	2
						Total Logged Time: 103:06	Total Logged Time: 103.1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	8:40 AM - 9:40AM [Mamathrive] -facebook ads optimization -checking of campaign -checking of video creatives for mother's day - BA set-up	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	11 May 2023 09:47 AM	11 May 2023 10:47 AM	01:00	1
Michael Ocampo	Website Managment (12hrs) - Complete	Updated all logo from the gravity forms -wp_gf_forms_meta	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	10 May 2023 01:20 PM	10 May 2023 02:20 PM	01:00	1
Joms Alboroto	Meetings with Client - Complete	10-10:30am [Agape] -weekly meeting	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	10 May 2023 11:09 AM	10 May 2023 11:39 AM	00:30	0.5
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	9:40 AM - 10:00AM [Mamathrive] -optimize campaign 10:30-11:10 [mamathrive] -checking of campaign -checking of video creatives for mother's day -add more interest	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	10 May 2023 10:40 AM	10 May 2023 11:40 AM	01:00	1
Alex Moronta	Website Managment (12hrs) - Complete		#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	10 May 2023 10:00 AM	10 May 2023 11:00 AM	01:00	1
May Alvarez	Meetings with Client - Complete	Mama Thrive Meeting	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	10 May 2023 10:00 AM	10 May 2023 10:30 AM	00:30	0.5

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Total Logged Time: 103:06

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	Website Managment (12hrs) - Complete	converted survey form to gravity form (apply settings) <a href="https://mamathrive.org/survey-form/">https://mamathrive.org/survey-form/</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	09 May 2023 09:00 PM	09 May 2023 10:00 PM	01:00	1
Muhammad Salman	SEO Basic Tehnical Plan (4 hr) - Complete	[Agape & Mamathrive] SEMrush Issues Google Search Console Issues & Previous validations Review <a href="https://docs.google.com/spreadsheets/d/1yA_Jjlo1GaKgXW_kub0bRLEXipkWfe3q/edit#gid=1889660101">https://docs.google.com/spreadsheets/d/1yA_Jjlo1GaKgXW_kub0bRLEXipkWfe3q/edit#gid=1889660101</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	09 May 2023 11:30 AM	09 May 2023 12:45 PM	01:15	1.25
Patrick Zeus Ra	Social Media Ads Management (30 hr) - Complete	9:30 - 10:30 [Mamathrive] - Mother's Day Post - <a href="https://www.canva.com/design/DAFibQ9mN2Y/MMX74RiGpLttmgZRaNrHHQ/edit?utm_content=DAFibQ9mN2Y&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFibQ9mN2Y/MMX74RiGpLttmgZRaNrHHQ/edit?utm_content=DAFibQ9mN2Y&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	09 May 2023 09:30 AM	09 May 2023 10:30 AM	01:00	1
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	8:40 AM - 9:40AM [Mamathrive] -facebook ads optimization -create weekly report	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	09 May 2023 09:17 AM	09 May 2023 10:17 AM	01:00	1
Michael Ocampo	Website Managment (12hrs) - Complete	Fix photos - homepage	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	08 May 2023 05:10 PM	08 May 2023 05:20 PM	00:10	0.17

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Total Logged Time: 103.1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	9:10 AM - 10:10AM [Mamathrive] -research for mother's day perspective for creatives - adding 1 interest per 2 days to check the campaigns that is still under learning phase - add budget to campaign with most outbound clicks -ff Zack for tracking events	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	08 May 2023 09:45 AM	08 May 2023 10:45 AM	01:00	1
Patrick Zeus Ra	Ad Hoc Task - Complete	Fix logos - https://www.canva.com/design/DAFgv60qgv4/Q82_EdTrbWcAQLrhQe-D6w/edit?utm_content=DAFgv60qgv4&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	08 May 2023 09:30 AM	08 May 2023 10:00 AM	00:30	0.5
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	9:15 AM - 10:15AM [Mamathrive] -optimize campaign -add more interest to adsets that are still in the learning phase -add budget on campaigns with high outbound clicks and ctr -check competitor's activity for ideas and perspective - analyze metrics in past 14 days	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	05 May 2023 10:01 AM	05 May 2023 11:01 AM	01:00	1
Alex Moronta	Website Managment (12hrs) - Complete	change the logo	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	04 May 2023 06:00 PM	04 May 2023 06:10 PM	00:10	0.17

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Total Logged Time: 103:06

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	10:45 AM - 11:45AM [Mamathrive] -facebook ads optimization -launch new cbo campaign - combine interest based campaign to increase audience size to exit learning phase - research on new perspective for young mom targeting	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	04 May 2023 11:33 AM	04 May 2023 12:33 PM	01:00	1
May Alvarez	SEO Basic Content Plan (6 On-Page/4 Off-Page) (10 hrs) - MamaThrive.org - Complete	On-page Articles > <a href="https://agapefamilyhealth.org/behavioral-therapy-for-children/">https://agapefamilyhealth.org/behavioral-therapy-for-children/</a> > <a href="https://agapefamilyhealth.org/best-treatments-for-chronic-tension-headache/">https://agapefamilyhealth.org/best-treatments-for-chronic-tension-headache/</a> Canva Blog Images- > <a href="https://www.canva.com/design/DAFTFbtBgns/-G4TSXfr4oHO5caj1DtCUA/edit">https://www.canva.com/design/DAFTFbtBgns/-G4TSXfr4oHO5caj1DtCUA/edit</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	04 May 2023 05:30 AM	04 May 2023 06:30 AM	01:00	1
Alma Puente	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - Complete	3:30 to 3:45 Mama Thrive social media tasks Link: <a href="https://www.canva.com/design/DAFgmn8xxho/RFP0kwr6VKXIJnDRHUgd1Q/edit?utm_content=DAFgmn8xxho&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFgmn8xxho/RFP0kwr6VKXIJnDRHUgd1Q/edit?utm_content=DAFgmn8xxho&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	03 May 2023 03:30 PM	03 May 2023 03:45 PM	00:15	0.25
Joms Alboroto	Meetings with Client - Complete	10:00-10:30AM [Agape] -weekly meeting	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	03 May 2023 11:38 AM	03 May 2023 12:08 PM	00:30	0.5

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Total Logged Time: 103.1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	9:00 AM - 10:00AM [Mamathrive] -facebook ads -weekly report	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	03 May 2023 1:07 AM	03 May 2023 12:07 PM	01:00	1
Jacob Hakimian	Ad Hoc Task - Complete		#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	03 May 2023 1:05 AM	03 May 2023 12:14 PM	01:09	1.15
Alex Moronta	Team Meetings - Complete		#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	03 May 2023 10:00 AM	03 May 2023 11:00 AM	01:00	1
May Alvarez	Meetings with Client - Complete	Meeting with Agape and relay updates to team	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	03 May 2023 10:00 AM	03 May 2023 10:35 AM	00:35	0.58
Michael Ocampo	Website Managment (12hrs) - Complete	Career page submit redirect to thank you page	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	02 May 2023 02:45 PM	02 May 2023 02:50 PM	00:05	0.08
Alma Puente	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - Complete	Mama Thrive social media tasks	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	01 May 2023 04:00 PM	01 May 2023 04:30 PM	00:30	0.5
						Total Logged Time: 103:06	Total Logged Time: 103.1



Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alex Moronta	Website Managment (12hrs) - Complete	fix Urls redirecting to globalpresence, update event page	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	29 Apr 2023 09:00 PM	29 Apr 2023 10:30 PM	01:30	1.5
Alma Puente	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - Complete	Social media adjustments and project follow up tasks - Mama Thrive	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	28 Apr 2023 12:15 PM	28 Apr 2023 01:30 PM	01:15	1.25
Muhammad Salman	SEO Basic Tehnical Plan (4 hr) - Complete	Completed Google Analytics Analysis <a href="https://i.imgur.com/JRY1HaN.png">https://i.imgur.com/JRY1HaN.png</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	28 Apr 2023 12:15 PM	28 Apr 2023 01:00 PM	00:45	0.75
Alma Puente	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - Complete	Social media adjustments Mama Thrive	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	28 Apr 2023 11:30 AM	28 Apr 2023 11:55 AM	00:25	0.42
Muhammad Salman	SEO Basic Tehnical Plan (4 hr) - Complete	Agape GA Issues - SiteKit fixations The Agape Family Health Analytics account was connected to XYZ.com/ , I have discovered through auditing the Site Kit plugin. <a href="https://i.imgur.com/rTwvhwn.png">https://i.imgur.com/rTwvhwn.png</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	27 Apr 2023 12:15 PM	27 Apr 2023 01:45 PM	01:30	1.5

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Total Logged Time: 103:06

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	9:00 AM - 10:00AM [Mamathrive] -facebook ads optimization - analyze data and campaign performance - Research for another perspective	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	27 Apr 2023 12:04 PM	27 Apr 2023 01:04 PM	01:00	1
Jacob Hakimian	Ad Hoc Task - Complete		#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	26 Apr 2023 04:00 PM	26 Apr 2023 05:00 PM	01:00	1
Joms Alboroto	Meetings with Client - Complete	10:00 AM - 11:00AM [Agape] -Weekly meeting -present advertising report	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	26 Apr 2023 10:47 AM	26 Apr 2023 11:47 AM	01:00	1
Joms Alboroto	Social Media Ads Management (30 hr) - Complete	9:00 AM - 10:00AM [Mamathrive] - optimize campaigns -researching on the next perspective - strategize on how to leverage in facebook reels	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	26 Apr 2023 10:47 AM	26 Apr 2023 11:47 AM	01:00	1
May Alvarez	Meetings with Client - Complete	Meeting with Agape	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	26 Apr 2023 10:00 AM	26 Apr 2023 11:00 AM	01:00	1
Muhammad Shahid	Team Meetings - Complete		#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	26 Apr 2023 10:00 AM	26 Apr 2023 11:00 AM	01:00	1

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Total Logged Time: 103:06

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	SEO Basic Content Plan (4 On-Page/4 Off-Page) (10 hrs) - a gapefamilyhealth.org/ - Complete	On-Page Article: <a href="https://agapefamilyhealth.org/6-practical-tips-to-stop-a-panic-attack/">https://agapefamilyhealth.org/6-practical-tips-to-stop-a-panic-attack/</a>	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	26 Apr 2023 03:30 AM	26 Apr 2023 04:30 AM	01:00	1
Alex Moronta	Website Managment (12hrs) - Complete	post calendar events	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	25 Apr 2023 08:00 PM	26 Apr 2023 12:00 AM	04:00	4
Jenalyn Aquinde	Ad Hoc Task - Complete	- Checked projects tasks' progress - Prepare a summary of the project progress - Send reminders to the team	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	25 Apr 2023 03:08 PM	25 Apr 2023 04:40 PM	01:32	1.53
Michael Ocampo	Website Managment (12hrs) - Complete	Partnership Request page fix content	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	25 Apr 2023 12:00 PM	25 Apr 2023 12:10 PM	00:10	0.17
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9:00 AM - 10:00AM [Mamathrive] -facebook ads -weekly report	#81 - General Projects: MamaThrive.org (92hr, 25r) - Agapefamilyhealth.org	25 Apr 2023 10:18 AM	25 Apr 2023 11:18 AM	01:00	1

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Total Logged Time: 103.1