

Period (01-18-2023 - 02-17-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Tomoni Majarucon	SEO Content Content (8 hrs/8 Articles OnPage) - Complete	1:00 PM - 1:30 PM [GPM] - review Lauderhill on-page and off-page blogs - https://docs.google.com/document/d/1f_ICYSUNGukewdbq-08WL5kuXh5uV684fnSD5if4Lo/edit https://docs.google.com/document/d/1En_oUL53nLK-b25E1JYzXFxV5XBf6SUpjAk7NuzZVfc/edit# https://docs.google.com/document/d/1__Ok-FLVwkdAXvvQN7awSmXngkz5CKQOv2zxzCbQhKg/edit#	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	16 Feb 2023 03:00 AM	16 Feb 2023 03:30 AM	00:30	0.5
Tomoni Majarucon	On-Page Content / Monthly Amount: ? - [Status Not Found]	12:45 PM - 1:00 PM [Lauderhill Mall] - review off-page blogs - done https://docs.google.com/document/d/1iLpSv2ROD4pJFxGN8i_l1KRVsSIAiJ6e1pGUFFn5xs0/edit# https://docs.google.com/document/d/1mRTdJ89YyFcXdzL9lu3zlaUsdaY0-D8GCb6DZWZvqIU/edit# 1:30 PM - 1:45 PM [Lauderhill Mall] - review on-page and off-page blogs - done https://docs.google.com/document/d/1hnu7xsQllaLA3gpN6oMWKS0YtpIRXnyRwEidIOccpuk/edit https://docs.google.com/document/d/1fkDIOs8NWATvtlo_P7JkCbBYd3JPkrQluwmBmPEvwRU/edit	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	10 Feb 2023 03:00 AM	10 Feb 2023 03:30 AM	00:30	0.5
						Total Logged Time: 14:59	Total Logged Time: 15

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Tomoni Majarucon	Key Phrases & Questions We Can Answer - [Status Not Found]	2:30 PM - 2:45 PM [Lauderhill Mall] - http://drive.google.com/drive/folders/11sQ0qwXY0S22mY9yzmYTHjjsDQUsKe1T	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	08 Feb 2023 04:00 AM	08 Feb 2023 04:15 AM	00:15	0.25
Lizzy Ogot	SEO Content Content (8 hrs/ 8 Articles OnPage) - Complete	Complete Lauderhill Mall SEO Research http://drive.google.com/drive/folders/11sQ0qwXY0S22mY9yzmYTHjjsDQUsKe1T?usp=sharing	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	07 Feb 2023 09:00 AM	07 Feb 2023 12:00 PM	03:00	3
Tomoni Majarucon	SEO Content Content (8 hrs/ 8 Articles OnPage) - Complete	9:20 AM - 9:35 AM [Lauderhill Mall] - review Lauderhill Mall SEO research - https://docs.google.com/document/d/1s5GuhCXf7inFx5RHbRvW5sb6n6j5nOPMvCf4f-CxGpl/edit#	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	07 Feb 2023 04:00 AM	07 Feb 2023 04:15 AM	00:15	0.25
Lizzy Ogot	SEO Content Content (8 hrs/ 8 Articles OnPage) - Complete	Lauderhill Mall SEO Research https://drive.google.com/drive/folders/11sQ0qwXY0S22mY9yzmYTHjjsDQUsKe1T?usp=sharing	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	06 Feb 2023 09:00 AM	06 Feb 2023 11:00 AM	02:00	2
Marou Galang	Social Media Content Creation & Ad Management (5 Hrs) - Complete		#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	03 Feb 2023 01:00 AM	03 Feb 2023 02:00 AM	01:00	1
Alma Puente	Social Media Manager / REFINE OR APPROVE CANVA POST - Complete	-Social media check and adjust copies, designs & send for scheduling	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	02 Feb 2023 02:45 PM	02 Feb 2023 03:30 PM	00:45	0.75

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	Update main page banner - C omplete		#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill M all	01 Feb 2023 0 7:20 AM	01 Feb 2023 07:30 AM	00:10	0.17
Maria Vinzon	Web Designer Change Main B anner on Homepage with guid ance from Content Specialist - https://www.lauderhillmall.n et/ - Complete	Completed tutorial Completed update	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill M all	31 Jan 2023 11: 50 AM	31 Jan 2023 12:41 PM	00:51	0.85
Pawel Frankowski	Monthly Site and Plgin Update s with https://mysites.guru/ - Complete		#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill M all	31 Jan 2023 11: 32 AM	31 Jan 2023 11:58 AM	00:25	0.43
Patrick Zeus Ra	Graphic Designer / CREATE C ANVA GRAPHIC -(Inform Man ager & Next Person of Your St atus) - Complete	Social Media Post for February 2023 - http s://www.canva.com/design/DAFZJlaEonE/az -K8iTiiGOe1kLzFD1NyQ/edit?utm_content=D AFZJlaEonE&utm_campaign=designshare&u tm_medium=link2&utm_source=sharebutton	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill M all	31 Jan 2023 11: 00 AM	31 Jan 2023 12:30 PM	01:30	1.5
Maria Vinzon	Web Designer Change Main B anner on Homepage with guid ance from Content Specialist - https://www.lauderhillmall.n et/ - Complete	Completed pending task	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill M all	30 Jan 2023 1 0:37 AM	30 Jan 2023 10:50 AM	00:13	0.22

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14:59

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15

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Tomoni Majarucon	SEO Content Content (8 hrs/8 Articles OnPage) - Complete	9:00 AM - 10:00 AM [Lauderhill Mall] - Laud erhill Mall blogs - https://docs.google.com/document/d/13leShGFGVvxKqraLPHUSnol8NqETgGZ70UrACTB78L8/edit#heading=h.goryu3459x0q Banners - https://www.canva.com/design/DAFJBxqKCXk/cyBuZzvw0W_HweFFuqp1IA/edit Publishing - https://www.lauderhillmall.net/news/7-affordable-valentine-s-day-gift-ideas-you-can-find-at-lauderhill-mall?filter_tag[0]=36&filter_tag[1]=10&filter_tag[2]=39	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	24 Jan 2023 03:00 AM	24 Jan 2023 04:00 AM	01:00	1
Alma Puente	Ad hoc tasks - Complete	-Social media follow up tasks	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	23 Jan 2023 02:00 PM	23 Jan 2023 02:30 PM	00:30	0.5
Alma Puente	Ad hoc tasks - Complete	-Social media follow up tasks	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	23 Jan 2023 12:45 PM	23 Jan 2023 01:15 PM	00:30	0.5
Lizzy Ogot	Do Follow Off-Page Content / Monthly Amount: ? - [Status Not Found]	Publishing all pending blogs *Eyes Here! Healthy Food Options in Lauderhill Mall, Florida https://paragraph.xyz/@globalpresencereach/eyes-here-healthy-food-options-in-lauderhill-mall,-florida https://docs.google.com/document/d/1KkDCSMvVv7u3liVpMDXgBUXKKfPI6gn2cbbOWOCOBEBQ/edit?usp=sharing	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	23 Jan 2023 10:00 AM	23 Jan 2023 10:15 AM	00:15	0.25

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Tomoni Majarucon	SEO Content Content (8 hrs/8 Articles OnPage) - Complete	8:15 AM - 8:20 AM [Lauderhill Mall] - review Lauderhill Mall off-page blogs - https://docs.google.com/document/d/1KkDCSMvVv7u3liVpMDXgBUXXKfPI6gn2cbbOWOCOB EQ/edit#heading=h.t6mpzv6a7cc	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	23 Jan 2023 03:00 AM	23 Jan 2023 03:05 AM	00:05	0.08
Lizzy Ogot	Do Follow Off-Page Content / Monthly Amount: ? - [Status Not Found]	Completed 1 Lauderhill Mall Do Follow off-page blog and submit for review Eyes Here! Healthy Food Options in Lauderhill Mall, Florida https://docs.google.com/document/d/1KkDCSMvVv7u3liVpMDXgBUXXKfPI6gn2cbbOWOCOB EQ/edit?usp=sharing	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	20 Jan 2023 12:00 PM	20 Jan 2023 01:00 PM	01:00	1
Tomoni Majarucon	SEO Content Content (8 hrs/8 Articles OnPage) - Complete	8:30 AM - 8:45 AM [Lauderhill Mall] - review Lauderhill Mall off-page blogs - https://docs.google.com/document/d/1K3y1II-WulJHte39Emb8yRXkkz-UQ5Cqy9QSicULt6M/edit#https://docs.google.com/document/d/137wOMnSJxxIIkLHEOnQcP6G3xiWpadsI1TmNOIF91vY/edithttps://docs.google.com/document/d/1fDfNQcRynbW0B_nHtRmFSH0V9JCxqgs7ChYhWrCdYEo/edit	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	20 Jan 2023 03:00 AM	20 Jan 2023 03:15 AM	00:15	0.25

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