

Period (08-16-2023 - 09-15-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (dec)
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - In Progress	- Updated featured shops and dining	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	15 Sep 2023 04:30 PM	15 Sep 2023 04:45 PM	00:15	0.25
Pawel Frankowski	Monthly Site and Plgin Updates with https://mysites.guru/ - In Progress		#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	13 Sep 2023 01:04 PM	13 Sep 2023 01:54 PM	00:50	0.83
Pawel Frankowski	Monthly Site and Plgin Updates with https://mysites.guru/ - Complete		#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	11 Sep 2023 09:53 AM	11 Sep 2023 10:10 AM	00:17	0.29
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - Complete	Social Media Monitoring Tasks	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	07 Sep 2023 11:53 AM	07 Sep 2023 12:00 PM	00:07	0.12
May Alvarez	SEO Content Content (8 hrs/8 Articles OnPage) - Complete	> Lauderhill Mall SEO Tasks - Review Article - https://docs.google.com/document/d/1sNu5K2cNNRUPXej5imZz5ZI3crb7IPa0QWClraBKVbw/edit?usp=sharing - https://www.canva.com/design/DAFJBxqKCXk/cyBuZzvw0W_HweFFuqp1IA/edit?utm_content=DAFJBxqKCXk&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton - Social Media Monitoring	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	06 Sep 2023 12:20 PM	06 Sep 2023 12:40 PM	00:20	0.33
Carolyn Zamora	SEO Content Content (8 hrs/8 Articles OnPage) - Complete	https://docs.google.com/spreadsheets/d/11WWldzxYnH_-H2xHBSFjWlqLTVp1haM835rhFg10mU/edit#gid=0 https://www.canva.com/design/DAFJBxqKCXk/cyBuZzvw0W_HweFFuqp1IA/edit	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	06 Sep 2023 11:10 AM	06 Sep 2023 12:13 PM	01:03	1.05
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - In Progress	- Update poster homepage - Change name to Lauderhill mall staff	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	05 Sep 2023 11:40 AM	05 Sep 2023 12:00 PM	00:20	0.33

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (dec)
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - Complete	> Lauderhill Mall Social Media and Operations Tasks - Create Fall pop-up shop poster: https://drive.google.com/file/d/1EL53E45N6w0KzJPlzJDktzkQLlwzsrw_/view?usp=drive_link - Assign tasks to team	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	04 Sep 2023 10:20 AM	04 Sep 2023 10:45 AM	00:25	0.42
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - In Progress	- Updated featured shop n dining rotation	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	01 Sep 2023 02:30 PM	01 Sep 2023 03:00 PM	00:30	0.5
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - Complete	> Schedule Lauderhill Mall Social Media Posts -- https://app.socialpilot.co/posts - https://www.canva.com/design/DAFtClqUxho/oqI1aV7qEZfRLDINTYsrRA/edit?utm_content=DAFtClqUxho&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	31 Aug 2023 11:00 AM	31 Aug 2023 11:30 AM	00:30	0.5
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - In Progress	- Added and replaced video on homepage	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	31 Aug 2023 10:45 AM	31 Aug 2023 10:55 AM	00:10	0.17
Carolyn Zamora	SEO Content Content (8 hrs/8 Articles OnPage) - Complete	-articles on-page: https://docs.google.com/document/d/1XxqsJEJKFNB4BSOZ3--o9pLZ9rKicyz2VhOqUiKTE0/edit#heading=h.88gr2xiirahc off-page: https://docs.google.com/document/d/1w8TGVYlhUQWqXbSzkAJXQSLjd0vIA1Yj23jU27up-E/edit#heading=h.ee8rabgca020 banner: https://www.canva.com/design/DAFJBxqKCXk/cyBuZzvW0W_HweFFuqp1IA/edit updated annual guide: https://docs.google.com/spreadsheets/d/11WWldzxYnH_-H2xHBSFjWlqLTVp1haM835rhFg10mU/edit#gid=0	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	31 Aug 2023 10:30 AM	31 Aug 2023 12:10 PM	01:40	1.67
May Alvarez	Operations Check Ins (2hrs) - In Progress	> Lauderhill Mall Operations Tasks - Article Review : https://docs.google.com/document/d/1BbwO_zN09ZIZnWSeQ0YkxBmfl2QBo8hDrqVp-eSUDcE/edit?usp=sharing - Pop Up shop Posters and Promotional Video: https://drive.google.com/file/d/1Y0H5sQ33HhJXBNkrJ9RGRwc6DHXJDOva/view?usp=drive_link - Assign Tasks to Michael for Homepage edits	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	31 Aug 2023 10:30 AM	31 Aug 2023 11:00 AM	00:30	0.5
May Alvarez	SEO Content Content (8 hrs/8 Articles OnPage) - Complete	> Review Lauderhill Mall Article - https://docs.google.com/document/d/1hxiVoFfLS_YU71L0czf1Ln0ZPCzfHmAKVSg2xMLpHp4/edit?usp=sharing - https://www.canva.com/design/DAFJBxqKCXk/cyBuZzvW0W_HweFFuqp1IA/edit	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	30 Aug 2023 12:45 PM	30 Aug 2023 01:00 PM	00:15	0.25

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (dec)
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - Complete	> Lauderhill Mall Social Media Posts - https://www.canva.com/design/DAFtClqUxho/oql1aV7qEZfRLDIntYsrRA/edit?utm_content=DAFtClqUxho&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton - Scheduled post	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	30 Aug 2023 11:30 AM	30 Aug 2023 12:45 PM	01:15	1.25
May Alvarez	Operations Check Ins (2hrs) - In Progress	> Lauderhill Mall Operations Tasks - check website updates - message Yoram re: videos and pop up shop	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	30 Aug 2023 11:15 AM	30 Aug 2023 11:30 AM	00:15	0.25
Carolyn Zamora	SEO Content Content (8 hrs/8 Articles OnPage) - Complete	https://docs.google.com/document/d/1BbwO_zNO9ZIZnWSeQ0YkxBmfl2QBo8hDrqVp-eSUDcE/edit https://docs.google.com/document/d/1hxiVoFfLS_YU71L0czf1Ln0ZPCzfHmAKVSg2xMLpHp4/edit https://docs.google.com/document/d/1XxqsJEJKNBN4BSOZ3--o9pLZ9rKicyz2VhOqUiKTE0/edit banner 104: https://www.canva.com/design/DAFJBxqKCXk/cyBuZzvw0W_HweFFuqp11A/edit	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	30 Aug 2023 10:35 AM	30 Aug 2023 12:22 PM	01:47	1.78
May Alvarez	Operations Check Ins (2hrs) - In Progress	> Lauderhill Mall Operations - Call Yoram for September Social Media - Check website updates and create task for team	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	28 Aug 2023 01:00 PM	28 Aug 2023 01:15 PM	00:15	0.25
Carolyn Zamora	SEO Content Content (8 hrs/8 Articles OnPage) - Complete	published: https://www.lauderhillmall.net/news/5-easy-steps-to-making-ice-cream-at-home.html	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	25 Aug 2023 01:32 PM	25 Aug 2023 01:37 PM	00:05	0.08
Carolyn Zamora	SEO Content Content (8 hrs/8 Articles OnPage) - Complete	-published: https://www.reddit.com/r/BlogExchange/comments/1613iko/making_ice_cream_at_home_with_5_simple_steps/publishing https://www.lauderhillmall.net/administrator/index.php?option=com_content&view=article&layout=edit&id=335 obstacle: seo tab	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	25 Aug 2023 12:00 PM	25 Aug 2023 12:15 PM	00:15	0.25
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - In Progress	- Update featured shops and restaurant banner	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	24 Aug 2023 01:10 PM	24 Aug 2023 01:25 PM	00:15	0.25
Carolyn Zamora	SEO Content Content (8 hrs/8 Articles OnPage) -	-published https://www.reddit.com/r/BlogExchange/comments/15x9j3t/how_to_nail_the_perfect_dinner_date_dress_look/ https://www.linkedin.com/pulse/5-innovative-business-ideas-moms-home-lauderhill-mall-fl	#117 - General Projects: LauderHillMall.net (18hr,16r) -	21 Aug 2023 10:35	21 Aug 2023 10:50	00:15	0.25

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	Complete		Lauderhill Mall	AM	AM		
Carolyn Zamora	SEO Content Content (8 hrs/8 Articles OnPage) - Complete	-articles https://docs.google.com/document/d/1HWpoX3EFecII37rtTBA4wVSzd41VfHgHUnynOcrMg2A/edit https://docs.google.com/document/d/1usVNy1un_Axs5bsrhi8UyTneKge1qHrTnZtNFMZECp0/edit https://docs.google.com/document/d/1ffOuFDbm1L_8lDaXhLLKAzVUo3ZPdGbBuZOGTOIL4uY/edit#heading=h.gsfm75hybbca	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	18 Aug 2023 11:15 AM	18 Aug 2023 12:45 PM	01:30	1.5
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	- Updated main banner rotation	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	16 Aug 2023 01:10 PM	16 Aug 2023 01:40 PM	00:30	0.5
May Alvarez	Operations Check Ins (2hrs) - In Progress	> Lauderhill Mall Operations Tasks - prepare new content for website banners	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	16 Aug 2023 12:20 PM	16 Aug 2023 12:35 PM	00:15	0.25
						Total Logged Time: 13:49	Total Logg Time 13.8