

CONVERTIFY

GIVING OUT INSTRUCTIONS



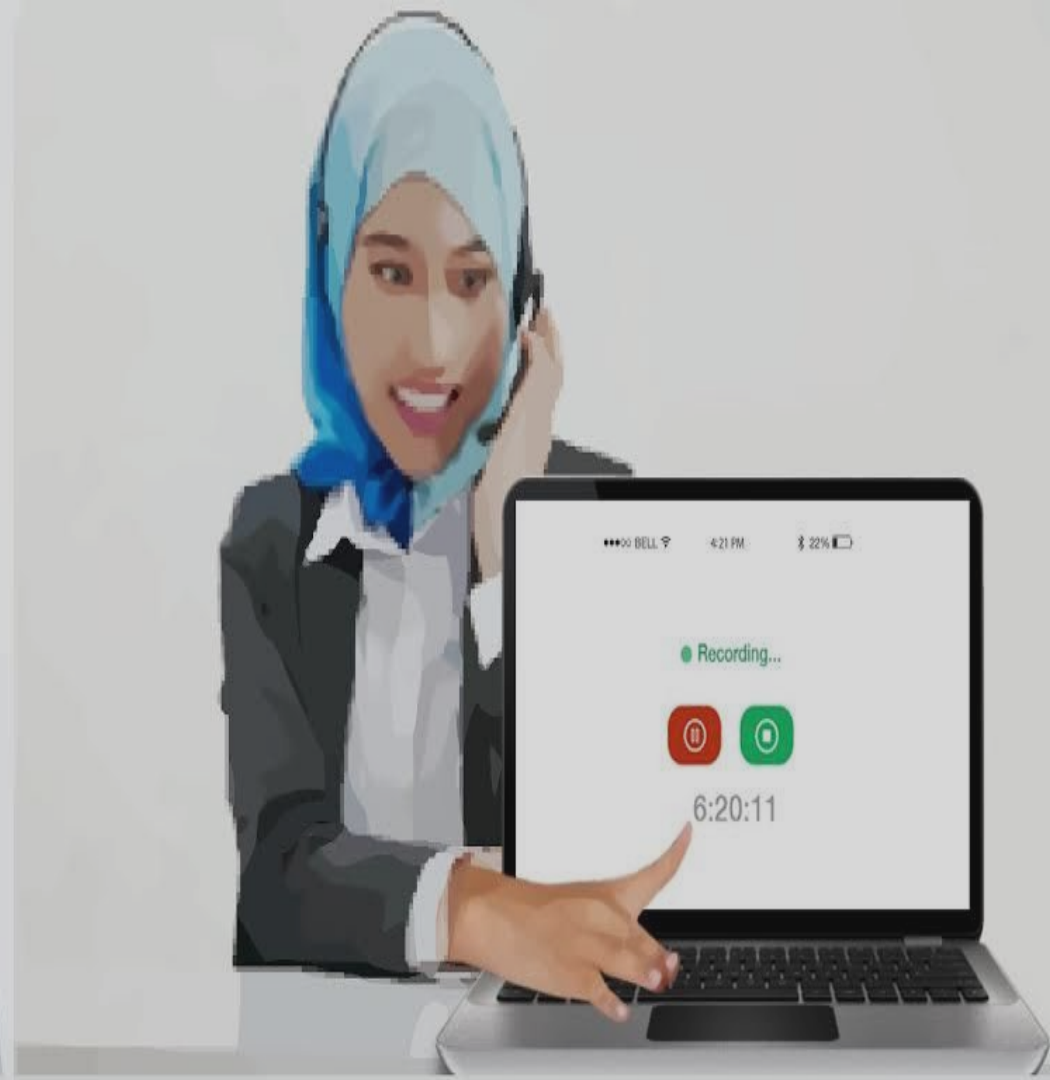
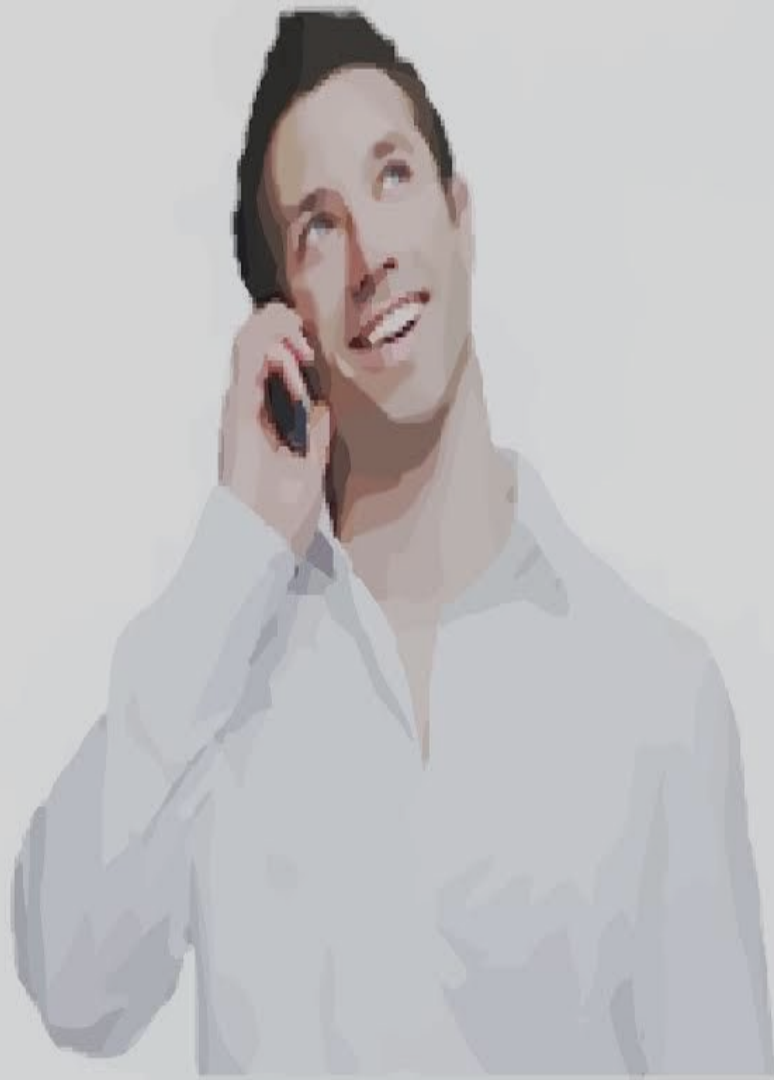
CONVERTIFY

SECRETARY

TODAY OCTOBER 27, 2016 2:34PM

Me: Hello Hazirah create the non disclosure agreement and I need it by the day after tomorrow 12 noon.





P.A

TODAY OCTOBER 27, 2016

2:38 PM
Me: Nurul based on the listings under building construction authority, create data entry for these contractors under the leads for their contact, name, email, specialise forte key the listing from A to D by end of tomorrow

BELL

4:21 PM

22%



Recordings



October 27 2016 at 2:34PM

Nurul TaskList

Open Task:

Listings under building construction authority to create data entry for these contractors under the leads for their contact, name, email, specialise forte key the listing from A to D by end of tomorrow

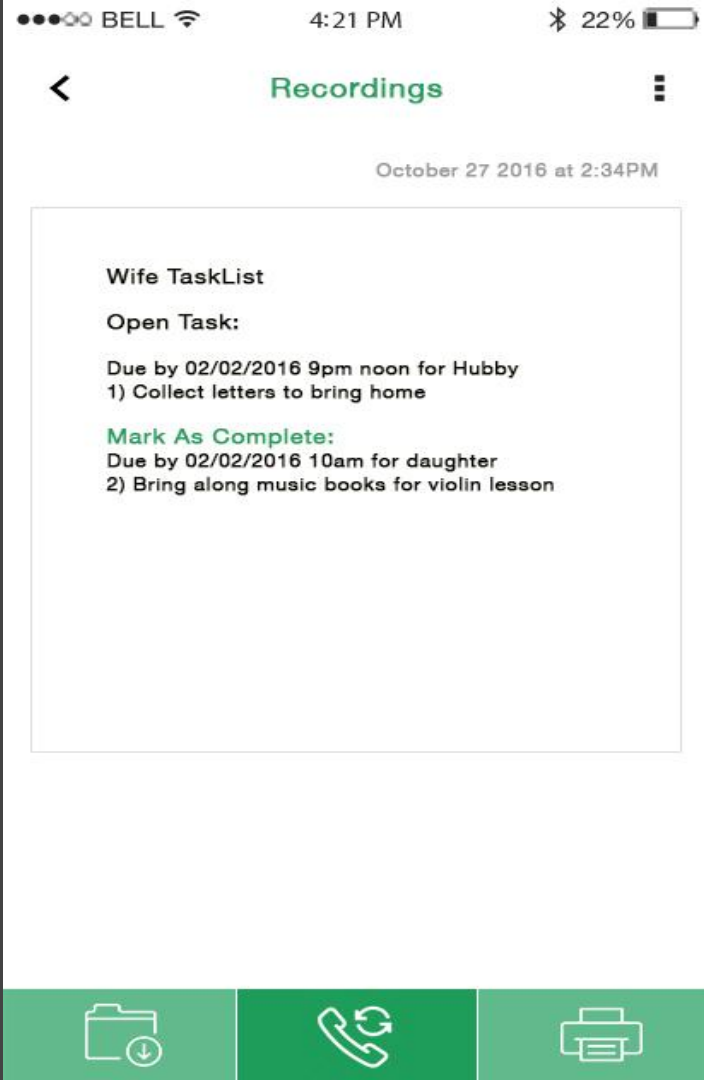
Completed task



WIFE

TODAY OCTOBER 27, 2016

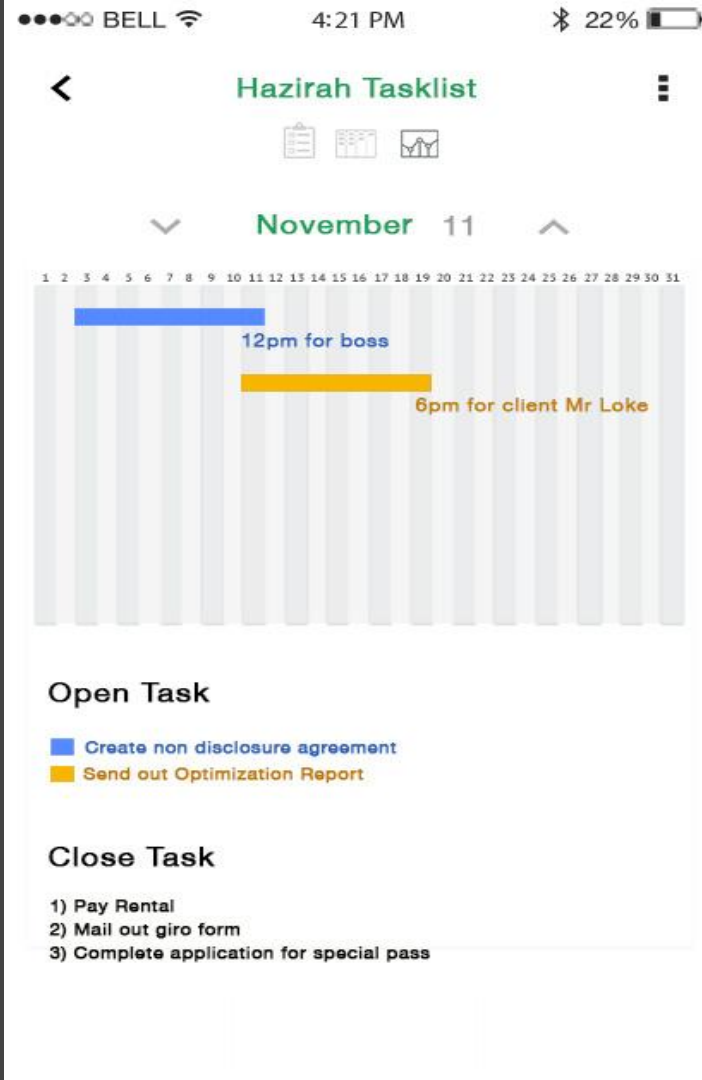
2:40 PM
Me: open up the letter box
and put the letters on my
table. I need it by tonight.



GANTT CHART

Hazirah Tasklist.

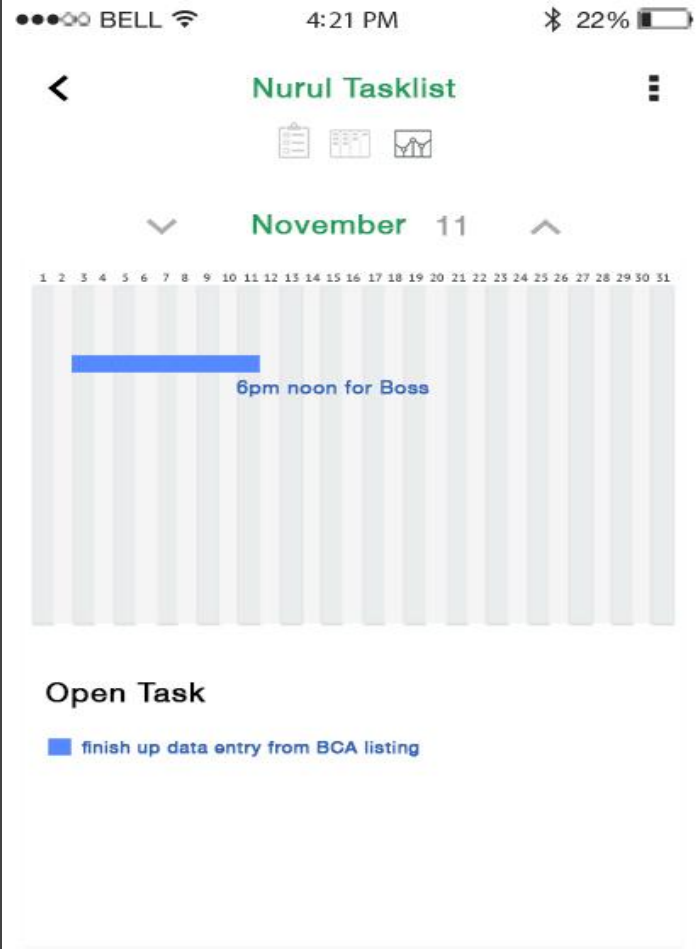
All the individual recordings will go to general page and finally generate to a kanban overview.



GANTT CHART

Nurul's Tasklist.

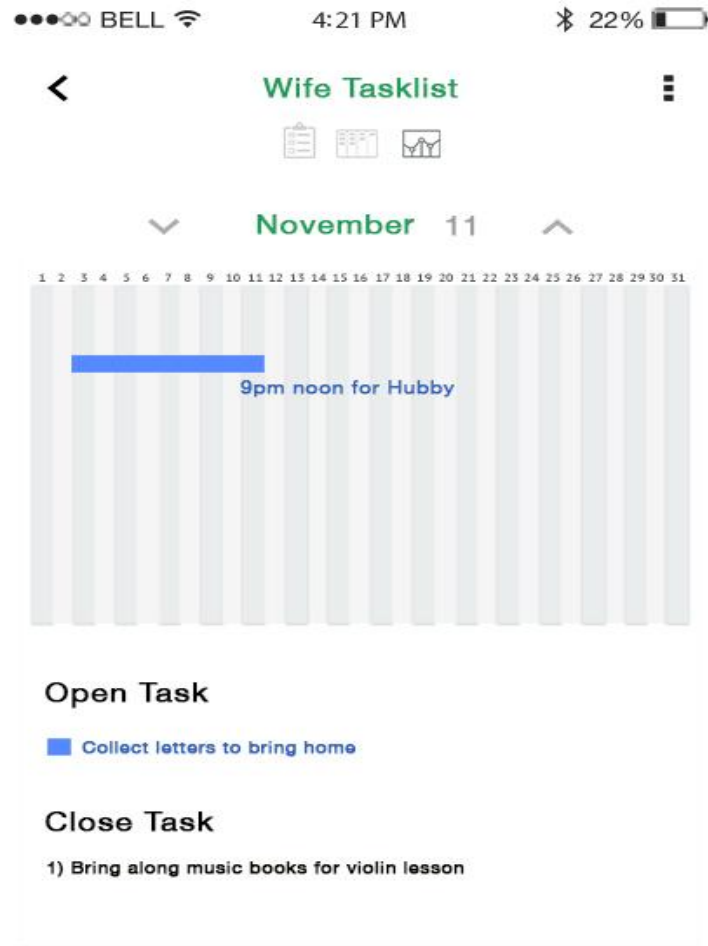
All the individual recordings will go to general page and finally generate to a kanban overview.



GANTT CHART

Wife's Tasklist.

All the individual recordings will go to general page and finally generate to a kanban overview.



KANBAN

My view.

And this will reflect how it looks like on my view. Records all 3 call and generate in a overview.

●●●● BELL 4:21 PM 22%

< TaskList

Low

Creat non disclosure agreement

Boss

Normal

Closed Task:

- 1) Pay Rental
- 2) Mail out giro form
- 3) Complete application for special pass

High

Open Task:

Due by 02/02/2016 12pm noon for boss

- 1) Create non disclosure agreement

Due by 02/02/2016 6pm for client Mr Loke

- 2) Send out Optimization Report

Urgent

Send out Optimization Report

Nov 3 2016 12am