

# 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.



4:21 PM





Recordings



October 27 2016 at 2:34PM

### Hazirah TaskList

### 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

### Closed Task:

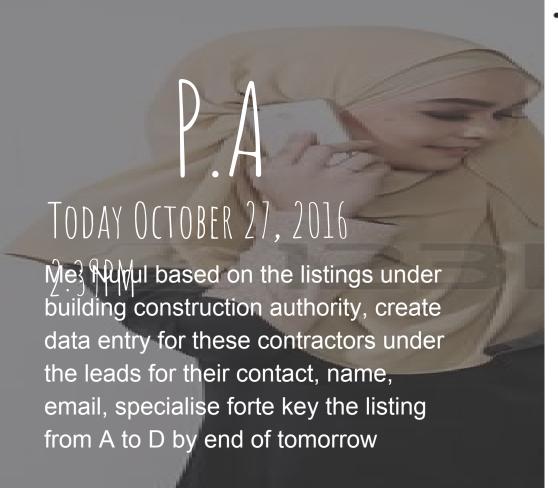
- 1) Pay Rental
- 2) Mail out giro form
- 3) Complete application for special pass



















### 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

and put the letter box table. I need it by tonight.



4:21 PM

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Recordings



October 27 2016 at 2:34PM

Wife TaskList

Open Task:

Due by 02/02/2016 9pm noon for Hubby

1) Collect letters to bring home

Mark As Complete: Due by 02/02/2016 10am for daughter

2) Bring along music books for violin lesson





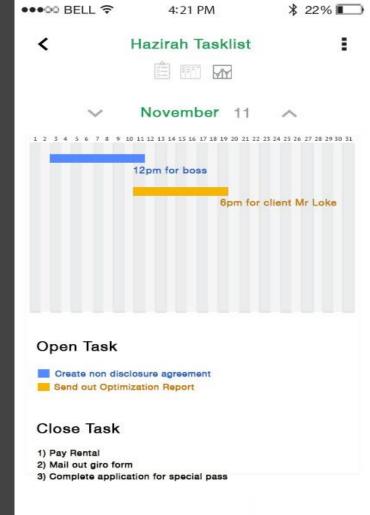




### GANTT CHART

Hazirah Tasklist.

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

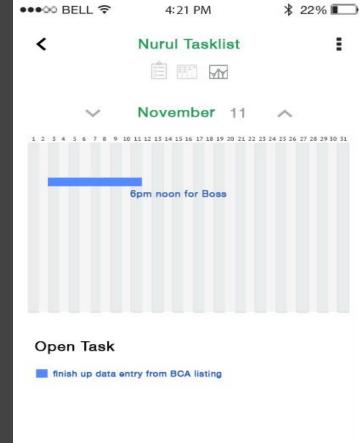




## GANTT CHART

Nurul's Tasklist.

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

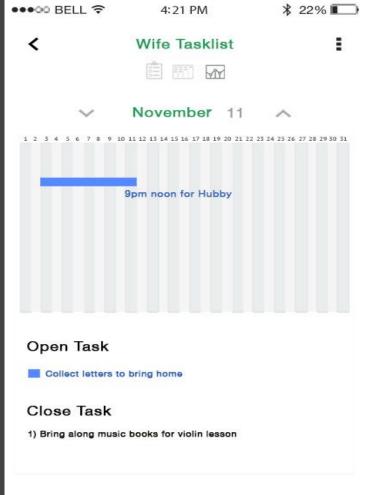




### GANTT CHART

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.

