

Complete the project proposal by next Monday. Ensure to include all the necessary details such as project o
Buy groceries: milk, eggs, bread, and cheese. Also, remember to get fresh fruits and vegetables like apples,
Schedule a meeting with the marketing team for Friday. The agenda includes discussing the new campaign
Review the quarterly financial report and send feedback. Focus on analyzing the revenue trends, expenditur
Plan the team-building activity for the upcoming retreat. Consider fun and engaging activities that promote te