#### Recipe for spaghetti bolognese





# Daily routine



2 7.30am

3 7.35am

4 7.40am

5 8am











7 8.30am

8 8.35am

9 9am







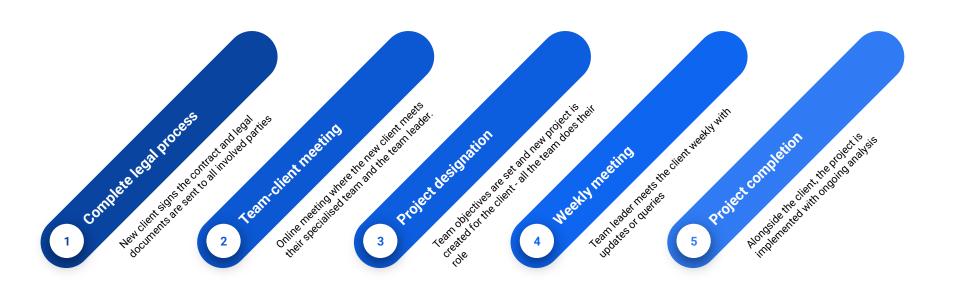


#### School timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9-10		Tourist I			
10-11		Francis			
11-12	5.7				
12-1					
1-2			3.4		
2-3	6569				
3-4					

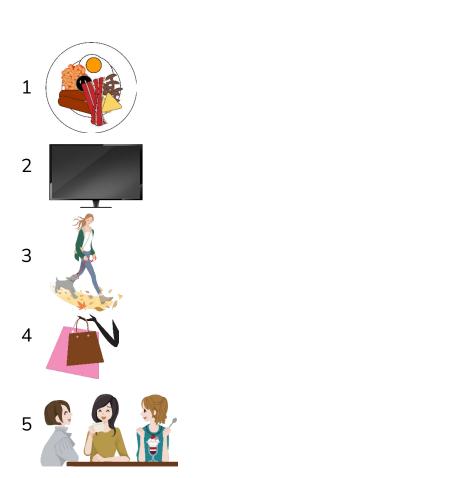


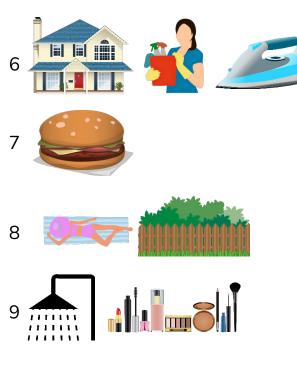
#### **Onboarding Clients Process**





#### Weekend Plan









## My Last Birthday





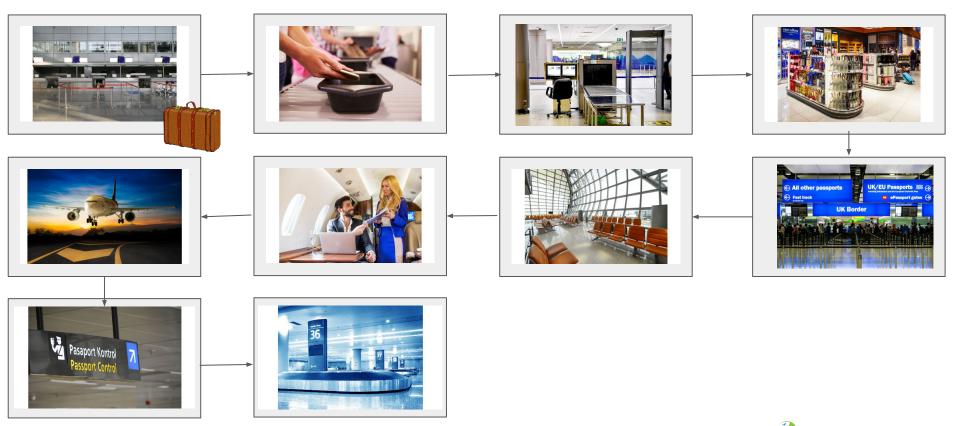


#### Business Trip Schedule

9am	Flight to Chicago (lands 9.45am)	
10am	Private car booked to HQ	*Driver is Sam
10.30am	Meeting with Julia (Marketing)	*Agenda in email
11am	Meeting with Sam (HR)	
12pm	Working lunch at ABC Restaurant	*Driver Sam waiting
3pm	Staff meeting with department (Brainstorm)	
4pm	Company social meet and greet	
5pm	Flight home (lands 5.45pm)	*Need to book a taxi
6pm	Hair appointment	
7pm	Dinner at XYZ Restaurant with Amanda	



### Airport Process





#### To-Do List

Do food shopping Write thank you notes (birthday presents) Make rent payment Contact electricity company (last month's bill wrong) Clean fridge Pay car tax Reply to emails Buy new plates and bowls Get refund for curtains (wrong size) Pick up parcel from post office Get suitcase down from attic to start packing for holidays

