Activity Report

Date Range: April 23, 2012 to April 27, 2012

Allison Mikola

Total Activities	Meeting	To-do
3	2	1

Time	Type	Company	Contact	Phone	Regarding & Details
Wednesday, April 25, 2012					
☐ 5:30AM	Meeting	CH TechONE	Allison Mikola	(212) 555-2485	Networking Breakfast
Thursday, April 26, 2012					
☐ 9:30AM	Meeting	Finch Legal Aid	Jean Louise Finch	251-491-1600	Lunch Meeting
Friday, April 27, 2012					
☐ 1:30PM	To-do	CH TechONE	Allison Mikola	(212) 555-2485	Prepare Sales Report and Plan Next Week

Activity Report

Date Range: April 23, 2012 to April 27, 2012

Chris Huffman

Total Activities	Meeting	Personal Activity
15	13	2

Time	Type	Company	Contact	Phone	Regarding & Details
Monday, April 23, 2012					
8:30AM	Meeting	Yellow Jersey Bikes	Brian David	(225) 555-2154	Discuss Plans for a Case Study
2:00PM	Meeting	CH TechONE	Betty Browser	(212) 555-2485	AsiaPac Sales Meeting Conference Call Use Company Conference Call Account to dial in: Password = 267460
2:00PM	Meeting	CH TechONE	Jonathan Sommer	(212) 555-2485	AsiaPac Sales Meeting Conference Call Use Company Conference Call Account to dial in: Password = 267460
2:00PM	Meeting	CH TechONE	Chris Huffman	212-555-2485	AsiaPac Sales Meeting Conference Call Use Company Conference Call Account to dial in: Password = 267460
2:00PM	Meeting	CH TechONE	Betty Browser	(212) 555-2485	AsiaPac Sales Meeting Conference Call Use Company Conference Call Account to dial in: Password = 267460
2:00PM	Meeting	CH TechONE	Jonathan Sommer	(212) 555-2485	AsiaPac Sales Meeting Conference Call Use Company Conference Call Account to dial in: Password = 267460
2:00PM	Meeting	CH TechONE	Chris Huffman	212-555-2485	AsiaPac Sales Meeting Conference Call Use Company Conference Call Account to dial in: Password = 267460
2:00PM	Meeting	CH TechONE	Betty Browser	(212) 555-2485	AsiaPac Sales Meeting Conference Call Use Company Conference Call Account to dial in: Password = 267460
2:00PM	Meeting	CH TechONE	Jonathan Sommer	(212) 555-2485	AsiaPac Sales Meeting Conference Call Use Company Conference Call Account to dial in: Password = 267460
2:00PM	Meeting	CH TechONE	Chris Huffman	212-555-2485	AsiaPac Sales Meeting Conference Call Use Company Conference Call Account to dial in: Password = 267460
Tuesday, April 24, 2012					
7:00AM	Personal Activity	Pianos R Us	Neysa Biggs		Piano Practice-Morgan

Activity Report

Date Range: April 23, 2012 to April 27, 2012

Chris Huffman

Time	Type	Company	Contact	Phone	Regarding & Details
Wednesday, April 25, 2012					
☐ 5:30PM	Personal Activity	CH TechONE	Chris Huffman	212-555-2485	Little League Practice-Morgan
Thursday, April 26, 2012					
☐ 6:00AM	Meeting	CH TechONE	Melissa Pearce	(212) 555-2485	Staff Meeting
☐ 6:00AM	Meeting	CH TechONE	Melissa Pearce	(212) 555-2485	Staff Meeting
Friday, April 27, 2012					
☐ 7:30AM	Meeting	Boomer's Artworx	Emily Dunn	(602) 555-4874	Discuss Plans for Case Study