

Employee Name	Date	Scheduled Hours	Accomplishments/Tasks
Example John Smith	3/16/2020	6:00-4:30	Emails; LMS class and certificate builds; Requested TMS access; Researched programs to conduct 2-day NEO program in an online format if needed; Worked on segments to prepare for an online format; Quote inquiries with Office Depot on County NEO and D&I initiative promo items
	3/16/2020		
	3/17/2020		
	3/18/2020		
	3/19/2020		
	3/20/2020		