

	Monday	Tuesday	Wednesday	Thursday	Friday
Time	Tasks	Tasks	Tasks	Tasks	Tasks
8.00 – 9.00	Arrive at work, collect & distribute the mail, team meeting, start up my computer				
9.00 – 10.00	Help ... with her chart, check and answer my mails, filing, ...				
10.00 – 10.15	Coffee break				
10.15 – 11.00	Continue filing, copy and paste ¹ texts and graphics for my boss				
11.00 – 12.30	Help prepare a mailing list ²				
12.30 – 13.15	Lunch break				
etc.	...				