

1	Meeting with investors – 10AM to Noon
2	Strategic partnership meeting – 3PM to 6PM
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RESOURCES		
JANE	BOB	ALISON
Prepare Acme Trading invoice		

DISTRACTIONS		
REASON	DURATION	AVOIDABLE? HOW?
Ad-hoc meeting about project	40 minutes	Yes – more up front project planning
Dentist appointment	1 hour	No

NOTES