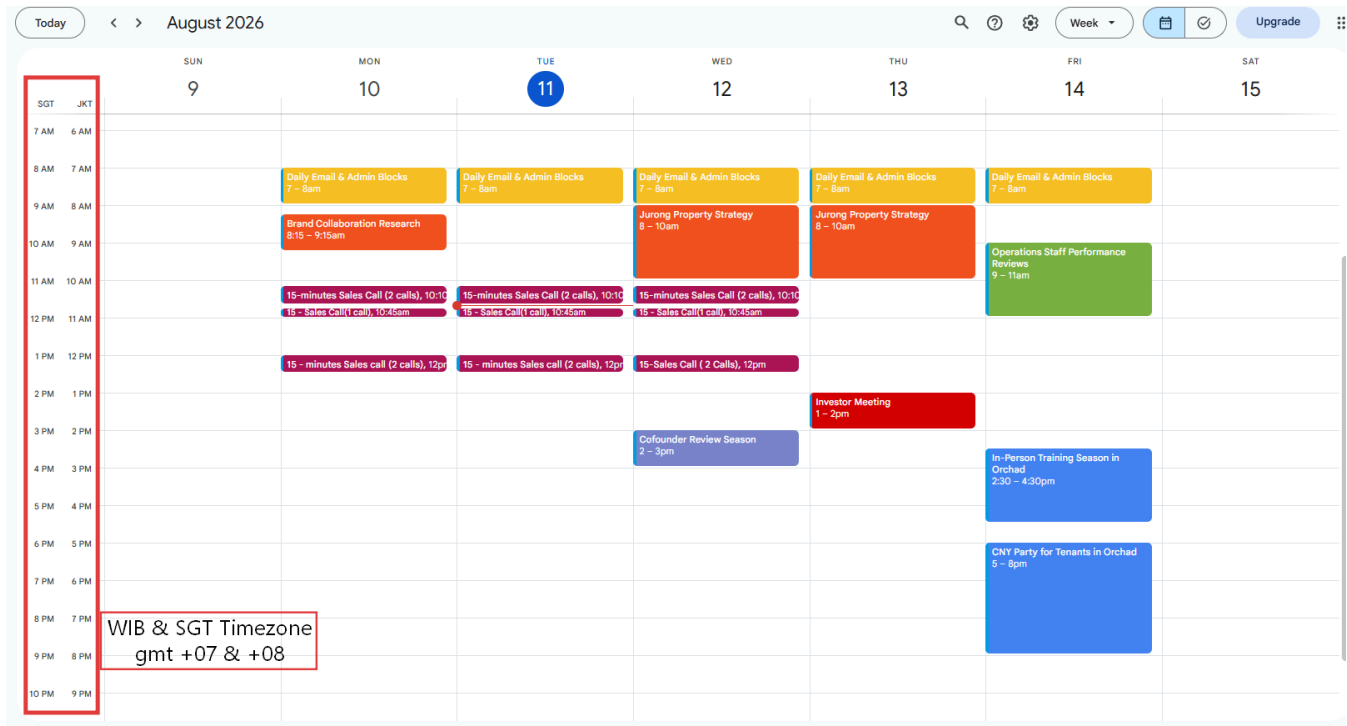


Weekly & Calender for Alex He Based on the Raw Task List Provided



Explanation of the Scheduled Events

List of Schedule Which VA Needs to Advise Day and Time:

- **Brand Collaboration Research**
 - ☐ *Day and Time Requirement* : Any free day & time in the week
- **Daily Email & Admin Blocks**
 - ☐ *Day and Time Requirement* : Any free time in the week. The event should be scheduled from Monday to Friday at the same time each day to maintain consistency with Alex's daily schedule. Based on my observation, I recommend scheduling it in the early morning, before Alex starts his other scheduled activities, as this task includes administrative responsibilities such as financial tasks related to business operations .
- **In-Person Training Session in Orchard**
 - ☐ *Day Requirement* : Friday, because he also has schedule in Orchard too (CNY Tenant Party), it is more effective to scheduled on teh same day.
 - ☐ *Time Requirement* : Any free time on Friday. Around the time Alex will be in Orchard for the Tenant's Party.

- **15 - Minutes Sales Calls**

- ☐ *Day and Time Requirement* : Any free day & time in the week between 9 AM - 5 PM SGT.
- ☐ *Other requirement* : 5 calls per day maximum, which every call need 15 minutes. And adding buffer about 5 - 10 minutes after 2 calls, no 3 calls back to back. In my example, i divide it into 2 calls - 2 calls - 1 call on Monday to Wednesday at the same time each day to maintain consistency with Alex's daily schedule.

List of Fixed Schedule:

- **Investor meeting** : Thursday, 2.00 PM - 3.00 PM SGT
- **Operation Staff Performance Review** : Friday, 10.00 AM - 12.00 PM SGT
- **Jurong Property Strategy** : Wednesday, 9.00 AM - 11.00 AM SGT
- **Punggol Property Strategy** : Thursday, 9.00 AM - 11.00 AM SGT
- **Cofounder Review Season** : Wednesday, 3.00 PM - 4.00 PM SGT
- **Tenant Event in Orchard** : Friday, 6.00 PM - 9.00 PM SGT

The Color-coding System I Implement

- Daily Email & Admin Blocks : Orange
- Sales Call : Magenta
- Meeting : Maroon
- Deep Work : Red
- Review Season : Purple
- In-person Season : Blue