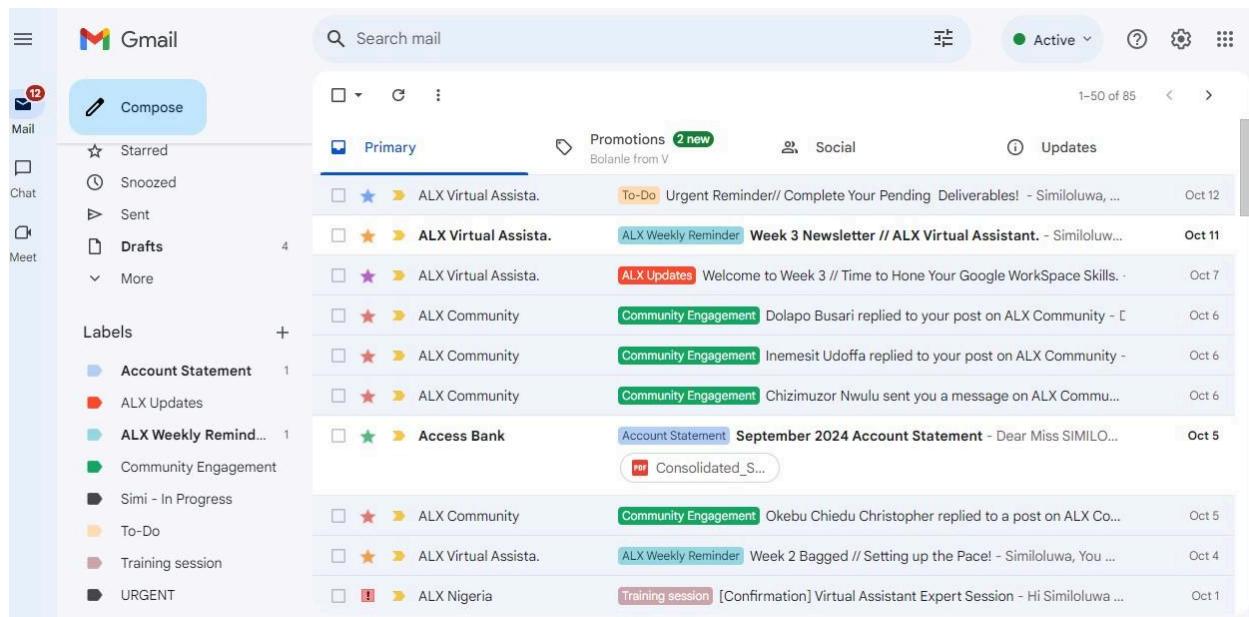
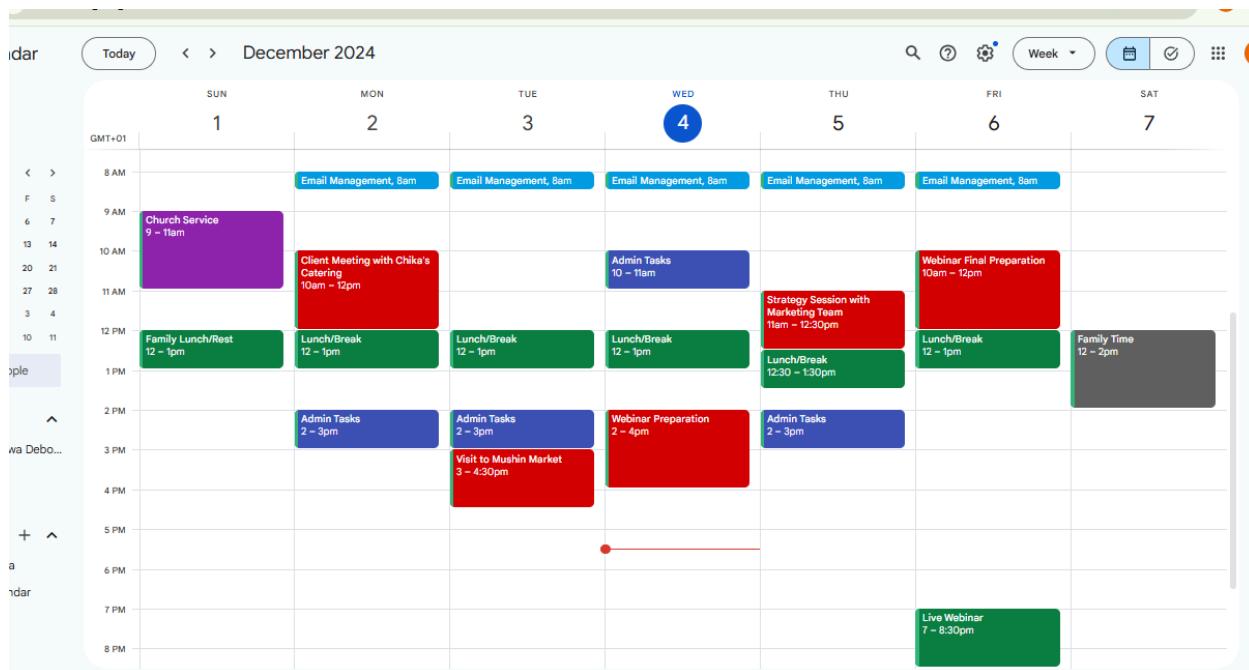


# Email, Calendar & Scheduling Management for Busy Professional

Organized inboxes, scheduled meetings, set reminders, and managed follow-ups. Streamlined communication and ensured no missed tasks or deadlines.



23 Calendar Today < > Dec 2024 – Jan 2025

MON TUE WED

30 31 1

**Team Meeting**  
Monday, December 30 - 2:00 – 3:00pm

[Invite via link](#)

[Join with Google Meet](#)

Your group call will be limited to 1 hour [meet.google.com/ueh-srxu-uyu](#)

Video Conferencing

6 guests  
1 yes, 5 awaiting

Adejumo Similoluwa Deborah  
Organizer  
agbebida22@gmail.com  
bankokoololade@gmail.com  
michealjohn01@gmail.com  
yinkaakande4@gmail.com  
olakunle peter@gmail.com  
Optional

This meeting aims to discuss strategies for our weekly fundraising initiatives, evaluate progress from previous efforts, and plan for upcoming activities.

30 minutes before

Going? [Yes](#) [No](#) [Maybe](#)

REVIEW VA WEEK 4 CONTI

Team Meeting  
2pm, Video Conferencing

