

May 2013

May 2013							June 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		May 1	2	3	4
		9:00am Jeff's Appt 9:30am City Council 3:30pm Keys	11:30am Updated: Bureau Directors Lunch (Lovejoy Room) 3:30pm Keys	7:00am Kim's & Kathy's Excel Training 8:00am Weekly Hot Sheet to Gail & Judy Parker by 10 am 3:30pm Keys	
	6	7	8	9	10
8:30am Space Planning (Office of Linda Jefferson) 9:30am FPDR Leadership Team Meeting (Linda's Office) 3:30pm Keys	3:30pm Keys	9:30am City Council (FPDR Ordinances) 3:30pm Keys	9:00am Using TRIM for Linda's emails (Linda's office, 1800 SW First, Suite 450) 3:30pm Keys	7:00am Chloe Oliver's BD 8:00am Weekly Hot Sheet to Gail & Judy Parker by 10 am 3:30pm Keys	
	13	14	15	16	17
10:30am Call Dante about interview questions 1:30pm Sprint Review (Board Room) 3:30pm Keys 3:30pm KP Duty (Kitchen)	9:00am Demo of New Timesheets (FPDR Board Room) 3:30pm Keys 3:30pm KP Duty (Kitchen)	9:30am City Council 10:30am TRIM training for capturing Linda's emails (Linda's office, 1800 SW First, Suite) 3:30pm Keys 3:30pm KP Duty (Kitchen)	3:30pm Keys 3:30pm KP Duty (Kitchen)	8:00am Weekly Hot Sheet to Gail & Judy Parker by 10 am 3:30pm Keys 3:30pm KP Duty (Kitchen)	
	20	21	22	23	24
3:00pm Director Exam Closes 3:30pm Keys	3:30pm Keys	7:00am Dr. Cirino (7:40) 9:30am City Council 1:30pm Call PM 3:30pm Keys	2:00pm Meeting to discuss phone tree (Linda's Office) 3:30pm Keys	8:00am Do Nancy's Review for end of May 8:00am Weekly Hot Sheet to Gail & Judy Parker by 1:00pm Draft a contract ending timeline on 3:30pm Keys	
	27	28	29	30	31
Memorial Day - Holiday 3:30pm Keys	7:30am Do Article for Newsletter 8:00am Do Brennan Letter 12:00pm FPDR Board Meeting 3:30pm Keys	9:30am City Council 3:30pm Keys	11:30am Updated: Additional Bureau Director meetings (Lovejoy R) 2:00pm FPDR Bureau-wide Meeting (FPDR Board Room) 3:30pm Keys	8:00am Weekly Hot Sheet to Gail & Judy Parker by 10 am 9:00am Call Franco on recusals 3:30pm Keys	