To: ████████████████████████ Emad
Hanna████████████]; Rich Kahn
████████████████████████ Doug
Schoettle[████████████████]; William Murphy[████████████████]; Janusz
Banasiak██
██

Cc: Jeevacation[jeevacation@gmail.com]; story cowles██████████
From: Lesley Groff
Sent: Thur 6/24/2010 3:20:46 PM
Subject: Jeffrey's To Do List

In order to keep consistency in Jeffrey's "To Do" List, I am creating a Word Template for everyone and adding in your current "To Do" List! Bill will then add this list to your Citrix Portal Folder...You will personally be able to log in to add/change/delete/update on your own.

PLEASE be sure to be specific in your dates..do not just type "next week" or "by end of month" . Instead type: "between June 28-July 2" or "end of July", this will help in clarification. ...and if your dates carry in to next year, be sure to include "2011".

Please note at the top of the Word Document is a line for "Date". Be sure to change your date every time you go in to update.

I am working on your lists now and everyone should have their list up and running by the end of today!

Thanks, Lesley