

Appendix B-7. Sample Weekly Planning Calendar

	Monday September 17	Tuesday September 18	Wednesday September 19	Thursday September 20	Friday September 21
8	correspondence	correspondence	travel time	correspondence	correspondence
9	pay conference invoices	pay conference invoices	↓	pay conference invoices	pay conference invoices
10	liaison list update	data collection call	ICC Meeting	travel authorizations for rest of month	
11	↓	↓	↓		
12	lunch	lunch (walk and talk with assistant)	lunch (check voicemail/email)	lunch	lunch
1	review agenda and comments for Tuesday's data call	state coordinator quarterly call	ICC Meeting		prepare for training
2	↓	follow up on liaison listing inconsistencies	↓		↓
3	email newsletter reading	prepare for Interagency Coordinating Council (ICC) meeting (read minutes, updates, and pull files needed)	check voicemail/email		↓
4					
5					