

Ogbebor Efe Angela – Virtual Assistant

Efficient | Professional | Reliable

Calendar Management Sample

Day	9:00 AM	11:00 AM	2:00 PM	4:00 PM
Monday	Team Meeting		Client Email Review	
Tuesday		Project Update Call		Calendar Check & Scheduling
Wednesday	Research Task		Follow-up Emails	
Thursday		Training Webinar		Prepare Reports
Friday	Weekly Planning		Client Call	Wrap-up & Review