

November 19, 2012 - November 23, 2012

November 2012							December 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

	19 Monday	20 Tuesday	21 Wednesday	22 Thursday	23 Friday
				Holiday	Holiday
7 am	Office work STO	Office, meeting prep and emails; STO	AP contracts, vendor, banking info review STO		
8 00		Leave Aeronautics take file and exemption file			
9 00	Office walk -a- bout STO	Apptstate business	Meeting in Charleston	Office Cram...tying up loose ends... STO	
10 00	Review Bond RFP info STO				
11 00	RSIC Document study RSIC		Travel back to Columi		
12 pm		Truwave and SunTrust contract review STO	Lunch		
1 00		Lunch at desk; STO			
2 00		Phone calls; STO	Review DOO Positions, Truwave, etc. with Clarissa		
3 00		Review of Holiday TV Ad; here; Loftis, Curtis	Loftis, Curtis		
4 00		Gov Office Conf Call	Inv meeting; STO; Padgett, David		
5 00		Senior Staff Meeting here Loftis, Curtis	Office staff visits STO		
6 00		BEA report, STO budget report STO			
			prepare/pack work for weekend; STO		
	desk work clean up; STO				