

Time Tracker for Rich Tatum, Feb. 24

40.44 hours

Date	Begin	End	Task	Total	Running	log
Mon - 02/24	12.483	13.467	TRACKIT: Trackit helpdesk management	0.98	0.98	
Mon - 02/24	14.383	14.467	LISTS: Meet with Marty re: list demographics	0.08	1.07	
Mon - 02/24	14.500	14.967	PT: Phone call, PT customer support	0.47	1.54	
Mon - 02/24	14.983	15.117	IO: Email Management	0.13	1.67	
Mon - 02/24	15.117	15.217	LISTS: Test and send Lyris newsletter	0.10	1.77	
Mon - 02/24	15.350	15.883	LISTS: Explore new features	0.53	2.30	
Mon - 02/24	15.883	16.033	IO: Meet with Tim re systems operations	0.15	2.45	
Mon - 02/24	16.033	16.167	LISTS: Send more Lyris newsletters	0.13	2.59	
Mon - 02/24	16.167	16.367	LISTS: Explore new features	0.20	2.79	
Mon - 02/24	16.367	16.417	ADMIN: Meet with HR re: New Hire (Jason)	0.05	2.84	
Mon - 02/24	16.417	16.467	LISTS: Explore new features	0.05	2.89	
Mon - 02/24	16.483	16.517	IO: Meet with Doug Varner re System Administration	0.03	2.92	
Mon - 02/24	16.533	18.617	LISTS: Explore new features	2.08	5.00	
Mon - 02/24	18.717	21.200	LISTS: Explore new features	2.48	7.49	
Tue - 02/25	8.917	10.283	ADMIN: Corp. Christmas Event Meeting	1.37	8.85	
Tue - 02/25	10.300	10.467	IO: Email Management	0.17	9.02	
Tue - 02/25	10.467	10.550	IO: Meet with Bill re: illness	0.08	9.10	
Tue - 02/25	10.550	11.967	IO: Move Netmechanic metrics archive	1.42	10.52	
Tue - 02/25	12.083	12.483	IO: Email Management	0.40	10.92	
Tue - 02/25	14.017	14.417	IO: Meet with Tim regarding Lyris upgrade	0.40	11.32	
Tue - 02/25	14.450	14.867	IRD: Meet with Marty regarding Lyris' Content Checker	0.42	11.74	
Tue - 02/25	14.867	15.117	ADMIN: Meet with HR re: new hire (Jason)	0.25	11.99	
Tue - 02/25	15.117	15.167	IO: Email Management	0.05	12.04	
Tue - 02/25	15.167	16.400	ADMIN: Meet with new hire (Jason)	1.23	13.27	
Tue - 02/25	16.400	16.533	IRD: Review Judy's "Back Off" schedule for Newsletters	0.13	13.40	
Tue - 02/25	16.533	16.567	IO: Email Management	0.03	13.44	
Tue - 02/25	16.567	17.150	IO: Meet with Marty re: Newsletter Open Rates	0.58	14.02	
Tue - 02/25	17.150	17.250	ADMIN: Meet with Jason Bicket	0.10	14.12	
Tue - 02/25	17.267	17.367	IRD: Meet with Kathy Depue re: Men's newsletter	0.10	14.22	
Tue - 02/25	17.750	18.050	Review Verisign issues and trouble tickets	0.30	14.52	
Tue - 02/25	17.750	18.067	IO: Email Management	0.32	14.84	
Wed - 02/26	9.317	9.883	ADMIN: Meet with Judy Vanzant re: CC financials	0.57	15.40	
Wed - 02/26	9.883	10.750	IO: Email Management	0.87	16.27	
Wed - 02/26	10.750	10.883	IO: Renewing Verisign Site Certificate	0.13	16.40	
Wed - 02/26	10.883	10.933	IO: Meet with Peter re: Content Management procedures	0.05	16.45	
Wed - 02/26	11.417	12.783	IO: Email Management	1.37	17.82	
Wed - 02/26	12.833	12.900	IO: Call Abigail at Lyris re: Reporting Tool	0.07	17.89	
Wed - 02/26	12.900	13.117	LISTS: Send daily Lyris newsletters	0.22	18.10	
Wed - 02/26	13.117	13.383	LISTS: Explore new features	0.27	18.37	
Wed - 02/26	13.383	13.450	IRD: Meet with Kathy Depue re: lists delivery times	0.07	18.44	
Wed - 02/26	13.450	13.683	TRACKIT: Update tasks	0.23	18.67	
Wed - 02/26	14.050	15.000	IO: Meeting with Vicki re: personnel issues	0.95	19.62	
Wed - 02/26	15.017	15.817	PT: Repair mangled illustrations database	0.80	20.42	
Thu - 02/27	9.750	9.917	IRD: Meeting with Kathy DePue re: Anchor Macro	0.17	20.59	
Thu - 02/27	9.917	10.200	IO: Email Management	0.28	20.87	
Thu - 02/27	10.200	10.950	PT: Meeting with PT.com staff re: customer support	0.75	21.62	
Thu - 02/27	10.967	12.900	IO: Email Management	1.93	23.55	
Thu - 02/27	12.900	13.450	IRD: Meet with Marty White re: New Lyris features	0.55	24.10	
Thu - 02/27	14.333	14.900	IO: Email Management	0.57	24.67	
Thu - 02/27	14.900	16.750	LISTS: Explore new features	1.85	26.52	
Thu - 02/27	16.750	16.917	IO: Meet with Peter re content management process	0.17	26.69	
Thu - 02/27	16.917	17.500	LISTS: Explore new features	0.58	27.27	
Thu - 02/27	17.500	20.000	LISTS: implement new List feature: website tracking links	2.50	29.77	
Thu - 02/27	18.200	22.700	LISTS: implement new List feature: website tracking links	4.50	34.27	
Fri - 02/28	9.550	10.550	LISTS: implement new List feature: website tracking links	1.00	35.27	
Fri - 02/28	10.583	10.783	PT: Create, upload, test new article	0.20	35.47	
Fri - 02/28	11.300	13.350	LISTS: implement new List feature: website tracking links	2.05	37.52	
Fri - 02/28	15.667	15.933	ADMIN: Meet with Jamie re: new hire	0.27	37.79	
Fri - 02/28	15.933	16.050	LISTS: Restart TCL web server on Lyris, test	0.12	37.90	
Fri - 02/28	16.050	16.233	PT: Upload PreachingToday.com new content	0.18	38.09	
Fri - 02/28	16.233	16.667	ADMIN: Meet with Vicki re: Lyris updates and new hire	0.43	38.52	
Fri - 02/28	16.667	17.417	LISTS: implement new List feature: website tracking links	0.75	39.27	
Fri - 02/28	17.417	18.583	LISTS: Commence Open Rate research and validation	1.17	40.44	