	December 2011						
S	M	Т	W	Т	F	:	
27	28	29	30	1	2		
4	5	6	7	8	9	1	
11	12	13	14	15	16	1	
18	19	20	21	22	23	2	
25	26	27	28	20	30	3	

Calendar

S M T W T F S

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

Week of Monday, December 26, 2011

Monday 12/26	Tuesday 12/27	Wednesday	Thursday 12/29	Friday 12/30	Saturday 12/31	Sunday 1/1
HOLIDAY OBSERVED: Christmas (City Hall Closed)	Out of Office	8:30 AM - 10:00 AM OFFICE TIME 10:00 AM - 11:00 AM MEET: Catherine RE: Weekly Check-In (Tom's Office) 11:00 AM - 1:30 PM OFFICE TIME/ LUNCH 1:30 PM - 2:00 PM TRAVEL TIME 2:00 PM - 3:00 PM MEET: Jason Tell RE: Monthly ODOT Meeting (Rotates monthly: PBOT odd months/ ODOT even months) 3:00 PM - 3:30 PM TRAVEL TIME 3:30 PM - 5:00 PM OFFICE TIME 5:00 PM - 5:00 PM End of day review	8:30 AM - 11:00 AM OFFICE TIME 11:00 AM - 11:30 AM TRAVEL TIME 11:30 AM - 12:30 PM MEET: Susan Anderson RE: monthly check-in (BPS) 12:30 PM - 1:00 PM TRAVEL TIME/ LUNCH (carts!) 1:00 PM - 4:00 PM OFFICE TIME 4:00 PM - 5:00 PM MEET: Rob Burchfield RE: Weekly Check-In (Tom's Office) 5:00 PM - 5:00 PM End of day review	Out of Office		