

# Assessment Task

## Diary Management

The purpose of this task is to view how you manage and diarise different people's meetings/schedules. This is managed through Google Calendar.

### Instructions:

1. Open your Google Calendar (you may choose to create a dummy account for this test or use your account)
  
2. Create 3 new calendars
  - a. **Meeting Room**
  
  - b. **CEO 1** - is a busy Executive Coach who has several meetings each week and travels regularly. He likes his appointments in his diary to be clear so he can see most of the information on his phone. His office is at #1 Stirling Walk, Redwood Park, SA, 5097 Redwood Park
    - i. If he is meeting with clients or suppliers, he likes the event title to include: <location>, <client/person full name>, (contact # of person) (brief agenda)
    - ii. The appointment can be scheduled for In Person, Skype, Zoom, or Phone, and the appointment location needs to reflect this.
    - iii. Any travel time to and from meetings etc should also be included in the diary.
  
  - c. **Director 1** - manages operations and training. She regularly conducts training and workshops. For full day events, please block out from 8:30am to 6:00pm

3. Please schedule 2 appointments in CEO 1' calendar.
  - a. Appointment 1: CEO 1 is meeting with CEO 3 at the office on 24th May 1pm for 1 hour. Her number is 6872 8104. Please invite CEO 3 to the appointment via [joanne@virtualelves.com.au](mailto:joanne@virtualelves.com.au). You will also need to book the meeting room.
  - b. Appointment 2: Please book a meeting with client, Sara Yu. Her availability is 3pm on the 21st May. 1.25 hours. CEO 1 is going to her office at the University of South Australia Magill Campus Her contact number is 5684 6741. They will be going over her VA requirement and discuss the service agreement
  
4. Please add the following to Director 1's calendar
  - a. Please add his travel to his diary
    - i. 07MAY DEP HONG KONG INTL 1550 CX 701 NONSTOP ARR BANGKOK SUVARNABHUMI INTL 1740 CONFIRMED 02HR 50MIN
    - ii. 13MAY DEP BANGKOK SUVARNABHUMI INTL 1850 CX 702 NONSTOP ARR HONG KONG INTL 2240 CONFIRMED 02HR 50MIN
    - iii. W Hotel Address: 106 North Sathorn Road, Silom, Bangkok, 10500, Thailand Phone: +66 2 344 4000
  - b. Director 1 will spend the weekend in Koh Samui
    - i. Research a possible flights from Koh Samui so he doesnt have to go back to Bangkok. Provide 3 options if possible.
    - ii. Research suitable places to stay in Koh Samui budget should be similar to W Hotel. Provide 3 options if possible
    - iii. Draft a proposal for these options
  - c. Training Schedule
    - i. Sales Training - 8th - 10th May Full days
    - ii. Train the Trainer 27th and 28th May Full days
  - d. Reminder: There are a few things that we would like to schedule around the program
    - i. Before a program:
      1. Block the entire day before a workshop; "PREP for Delivery"
      2. Block an hour before lunch, the week before; "Update Slides for Workshop"
    - ii. After a program:
      1. Block 2 hours in the afternoon on the next working day after a workshop; "Debrief and Review with Theresa"

# Assessment Task

## Task Prioritization:

The CEO has requested a report on the company's quarterly performance metrics. Simultaneously, the CFO requires assistance in preparing financial forecasts for the next fiscal year.

## Instructions:

1. Evaluate the urgency and importance of each task and develop a plan to complete both efficiently.
2. Draft an email to the CEO and CFO to clarify expectations and deadlines.