

OCT2023

OVERTIME: 45 HOURS/WEEK – 180 HOURS/MONTH WITH TWO TRIPS

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
6 Hrs Travel	1 Hrs Project Management .5 Hrs Coaching 1.5 Hrs Project Management	2.5 Hrs Project Management 1.5 Hrs Session Prep & Follow-up	1 Hr Coaching 4.5 Hrs Session Prep & Follow-up .5 Hrs Project Management	2.5 Hrs Project Management	.5 Hrs Training 1.5 Hrs Content Development 2.5 Hr Session Prep & Follow-up .5 Hrs Project Management	
08	09	10	11	12	13	14
1.5 Hrs Training 1 Hr Content Development 6 Hrs Travel 2 Hrs Project Management	4 Hr Session Delivery 2 Hrs Project Management 1.5 Hrs Coaching	14 Hrs Travel 2 Hrs Project Management	4 Hr Session Delivery 1.5 Hr Session Prep & Follow-up 7 Hrs Travel	5 Hrs Session Prep & Follow-up 12 Hrs Travel	1 Hr Training 1 Hr Session Prep & Follow-up 2 Hrs Project Management	
15	16	17	18	19	20	21
	.5 Hrs Training 3.5 Hrs Session Prep & Follow-up 5 Hrs Project Management	2 Hrs Project Management 1 Hr Coaching 1.5 Hrs Session Prep & Follow-up 4 Hr Session Delivery 3 Hrs Project Management	.5 Hrs Training 3.5 Hrs Session Prep & Follow-up 5.5 Hrs Project Management	1.5 Hrs Training 1.5 Hrs Content Development 2.5 Hrs Project Management 1 Hr Coaching 2 Hrs Session Prep & Follow-up	1 Hr Content Development	
22	23	24	25	26	27	28

3.5 Hrs Training 1.5 Hrs Training 1 Hr Training

1 Hr Training

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FULL TIME: 40 HOURS/WEEK – 160 HOURS/MONTH WITH THREE TRIPS

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
	2 Hrs Session Prep 1.5 Hrs Project Management .5 Hrs Grant Support	.5 Hrs Training 1 Hr Project Management 2 Hrs Session Prep 2 Hrs Project Management 1.5 Hrs Grant Support	4.5 Hrs Session Delivery 4 Hrs Travel 2 Hrs Session Prep	.5 Hrs Training 7 Hr Session Delivery 4 Hrs Travel .5 Hrs Grant Support 1.5 Hrs Project Management		
08	09	10	11	12	13	14
1 Hr Prep & Follow-up	1 Hr Training 3 Hrs Project Management 1.5 Hrs Prep & Follow-up	1.5 Hrs Training 1.5 Hrs Prep & Follow-up		.5 Hrs Training 5.5 Hrs Project Management	2 Hrs Session Prep & Follow-up 2.5 Hrs Project Management	.5 Hrs Training 2 Hrs Project Management
15	16	17	18	19	20	21
1.5 Hr Session Prep	1 Hrs Project Management 3.5 Hr Session Delivery 5 Hrs Travel 1 Hr Session Prep & Follow-up	5 Hrs Project Management 4 Hr Session Delivery	3.5 Hrs Project Management 3 Hrs Travel	2.5 Hrs Training 2.5 Hr Project Management 2 Hrs Session Prep & Follow-up 1 Hr Grant Support	.5 Hrs Coaching 2 Hrs Session Prep & Follow-up 1 Hr Project Management 5 Hrs Project Management	

22**23****24****25****26****27****28**

.5 Hrs Training

2 Hrs Session
Prep2 Hrs Project
Management.5 Hrs Learning
Team

3 Hrs Travel

4.5 Hrs Project
Management4 Hr Session
Delivery

3 Hrs Travel

2 Hrs Project
Management7 Hrs Project
Management1.5 Hrs Session
Prep & Follow-
up2.5 Hr Session
Prep & Follow-
up4.5 Hours
Project
Management2 Hr Session
Delivery

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3/4 TIME: 30 HOURS/WEEK – 120 HOURS/MONTH WITH THREE TRIPS**SUN****MON****TUE****WED****THU****FRI****SAT****01**.5 Hrs Training

.5 Hrs Session
Prep & Follow-
up

3 Hr Session
Delivery**02**.5 Hrs Project
Management

1 Hr Session
Prep & Follow-
up

1 Hr Session
Delivery**03****04**2 Hr Project
Management

.5 Hrs Session
Prep & Follow-
up**05**10 Hrs Travel

3 Hours Session
Prep & Follow-
up**06**4.5 Hr Session
Delivery

1 Hr Travel

1.5 Hrs Session
Prep & Follow-
up**07****08****09****10**3 Hrs Coaching

3 Hrs Project
Management**11**.5 Hrs Training

1 Hr Travel

5 Hr Session
Delivery

.5 Hrs Project
Management**12**1 Hr Project
Management**13****14****15**1 Hr Session
Prep & Follow-
up

4 Hr Delivery**16**1.5 Hrs Session
Prep & Follow-
up**17**1.5 Hrs
Coaching

2 Hrs Training

2.5 Hrs Session
Prep & Follow-
up

2.5 Hrs Project
Management**18**.5 Hrs Project
Management

2 Hrs Session
Prep & Follow-
up

10 Hrs Travel**19**5 Hr Session
Delivery**20**

10 Hrs Travel

21**22****23****24****25****26****27****28**

4 Hrs Project Management	1.5 Hrs Training	2 Hrs Project Management	.5 Hrs Content Development	3.5 Hrs Content Development
2 Hrs Session Prep & Follow-up	4 Hr Session Delivery		1 Hr Session Prep & Follow-up	1 Hr Project Management
	2 Hrs Session Prep & Follow-up		1 Hr Project Management	
	2.5 Hrs Project Management			

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1/2 TIME: 20 HOURS/WEEK – 80 HOURS/MONTH WITH TWO TRIPS

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
	1 Hr Training	1 Hr Coaching	.5 Hr Project Management 1.5 Hrs Training		.5 Hr Content Development 1 Hr Project Management 1 Hr Prep & Follow-up	5 Hrs Content Development 2 Hrs Prep & Follow-up 5.5 Hrs Travel
08	09	10	11	12	13	14
6 Hrs Session Delivery 5.5 Hrs Travel		.5 Hr Prep & Follow-up		1.5 Hrs Prep & Follow-up 1 Hr Content Development		
15	16	17	18	19	20	21
	.5 Hr Training 3 Hrs Project Management 1 Hr Coaching	.5 Hr Training	.5 Hr Content Development 1 Hr Content Development 1 Hr Prep & Follow-up	.5 Hr Content Development 1 Hr Content Development 1.5 Hrs Coaching	1 Hr Content Development 5 Hrs Travel	5 Hrs Travel 6 Hrs Session Delivery
22	23	24	25	26	27	28
1 Hr Content Development .5 Hr Project Management	.5 Hr Project Management	1 Hr Prep & Follow-up 1 Hr Project Management 1 Hr Content Development	2.5 Hrs Session Delivery 1.5 Hrs Coaching 2 Hr Content Development	1.5 Hrs Project Management 1 Hr Prep & Follow-up	5 Hrs Travel 1 Hr Prep & Follow-up	

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1/3 TIME: 15-20 HOURS/WEEK – 60 HOURS/MONTH WITH ONE TRIP

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
1.5 Hrs Training	2 Hrs Training	.5 Hr Training	3 Hrs Training	2 Hrs Training	.5 Hr Training	.5 Hr Training
5 Hrs Session Delivery	1.5 Hr Prep & Follow-up	1 Hr Site Visits	1 Hr Content Development			
5.5 Hrs Travel	3 Hrs Site Visits					
08	09	10	11	12	13	14
.5 Hr Training	.5 Hr Training	3 Hrs Training	.5 Hr Training	.5 Hr Training	.5 Hr Training	.5 Hr Training
1.5 Hrs Project Management	1 Hr Prep & Follow-up		.5 Hr Project Management		1 Hr Project Management	2.5 Hrs Content Development
	2 Hrs Session Delivery					
15	16	17	18	19	20	21
.5 Hr Training	1.5 Hr Training	.5 Hr Training	4 Hr Training	.5 Hr Training	1 Hr Training	.5 Hr Training
		.5 Hr Project Management			1.5 Hrs Content Development	1 Hr Prep & Follow-up
					1.5 Hrs Project Management	
22	23	24	25	26	27	28
.5 Hr Training	.5 Hr Training	.5 Hr Training	.5 Hr Training	1.5 Hr Training	.5 Hr Training	.5 Hr Training
	1.5 Hrs Project Management	.5 Hr Project Management	.5 Hr Project Management	1 Hr Prep & Follow-up	2 Hrs Content Development	2 Hr Prep & Follow-up
					1 Hr Prep & Follow-up	4 Hrs Session Delivery

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1/4 TIME: 10 HOURS/WEEK – 40 HOURS/MONTH WITH ONE TRIP

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
3 Hrs Training 2 Hrs Project Management 1 Hr Prep & Follow-up	1 Hr Training	1 Hr Prep & Follow-up	.5 Hr Training	3 Hrs Training .5 Hr Prep & Follow-up 4 Hrs Session Delivery	1 Hr Training	1 Hr Prep & Follow-up 3 Hrs Session Delivery 6 Hrs Travel
08	09	10	11	12	13	14
1 Hr Content Development 1 Hr Prep & Follow-up .5 Hr Project	1 Hr Content Development 1 Hr Training .5 Hr Prep & Follow-up	.5 Hr Training	.5 Hr Prep & Follow-up	.5 Hr Prep & Follow-up	1 Hr Content Development	
15	16	17	18	19	20	21
2 Hrs Training	.5 Hr Training 1 Hr Content Development	.5 Hr Training	1 Hr Training 1 Hr Content Development .5 Hr Prep & Follow-up	2 Hrs Training	2 Hrs Training	
22	23	24	25	26	27	28
1 Hr Training 1 Hr Prep & Follow-up	.5 Hr Prep & Follow-up	.5 Hr Training 1 Hr Content Development 2 Hrs Prep & Follow-up		.5 Hr Training	1 Hr Content Development 6 Hrs Travel	1 Hr Content Development 1.5 Hrs Prep & Follow-up 3 Hrs Session Delivery