



Need Ideas for Your Work Session?

Here are some ideas:

Project Work

- Legal translation
- Prep for an upcoming interpretation assignment
- Terminology research or glossary building

Admin Tasks

- Clear your inbox
- Respond pending emails
- Follow up with clients or colleagues
- Organize your project folders
- Organize Agenda
- Schedule meetings and upcoming events

Finances

- Review and update your business expenses
- Review and update your business income
- Review your business budget
- Review pending estimates and follow up for approval
- Prepare and send pending estimates to clients
- Review unpaid invoices and follow up on payment
- Prepare and send pending invoices to clients

Marketing Work Groups

- Work on your group's planned tasks for today
- If your group wants a breakout room, just ask — we'll set it up!