

## Daily Staff Timesheet

Staff name: Athumani Mkayandika

Supervisor: Venance Mashiba

Date: 1<sup>st</sup> March 2024

Time	Task	Outcome
07.30am	To review mail, e-office and LinkedIn	Done
08.00am		
08.30am	To make aftercare phone calls for investors located Central Zone projects.	Done
09.00am		
09.30am		
10.00am	To provide investment consultations to three prospective investors interested to invest in Dodoma in different area in Manufacturing sector.	Done
10.30am		
11.00am		
12.00pm		
12.30pm		
13.00pm	BREAK	
14.00pm		
14.30pm	To make follow up of lands to Dodma Cioty Council for investor at Msalato	Done
15.00pm		
15.30pm		
16.00pm	To participate preparation of Monthly treport for Central Zone..	
16:30pm		
17:00pm		

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A handwritten signature in blue ink, appearing to read 'ASud', is centered within a light gray rectangular box.

Signature: .....