

Appointment with a new customer at 9:30 am for enrollment.

Need to complete 3 follow up Check Ins with customers currently enrolled in Adult Education and complete case notes for each Check In.

8:30 am meeting with your manager. Lasts 20 minutes.

Uh oh! TABE proctor is absent! They need you to step in and proctor the TABE from 1pm to 3pm.

Need to meet with ACC today regarding a job-to-job track customer who needs additional career guidance.

Complete daily reports!

9:00 am walk-in customer arrives needing your assistance.

3:30 pm meeting with a customer to goal set. Be sure to check and make sure they completed all three ICE assessments!

File documents

Check email, voicemail, return messages, etc.

Perform 5 retention follow up calls.

Lunch