

Goggle

Business

OVERVIEW	The business will set up account on ReddyNote to keep track of the progress they are making at work. Each employee will record the tasks they have completed each day. At the end of the year, the company will base each individuals salary on the amount of work completed.
OBJECTIVE	The employee will learn how to use ReddyNote and will have a better idea on how to keep their work organized. This will keep the employees on track so the company can work efficiently.
MATERIALS	<ul style="list-style-type: none">❖ Internet access❖ Computer Lab with a computer for each employee and a printer❖ List of tasks that need completed
PROCEDURE	<ol style="list-style-type: none">1. The employer will pass out a list of tasks that each employee has to finish by the end of the December 31, 2010.2. A meeting will be held to go over how to set up a ReddyNote account. Each employer will be ready to start by the end of the day.3. The employees will enter all of their tasks that they have to complete and the dates they are due into ReddyNote. They will use the share function to share their tasks with their employer. Each day the employees will keep track of their progress on the tasks in the notes section.4. When the task has been completed, the employees will mark it off so their employer knows they have finished.
EVALUATION	Employers will have weekly meetings to update them on the status of how they are doing. At the end of the year, December 31, 2010, each employee will be evaluated. That will determine if they receive a pay raise or not.