Handy Dandy Cheet Sheet: for before you start:

1. **Log in to Bitrix**: 15 minutes prior to the start of your shift, mark yourself as "Online" in the 1011 Bitrix chat.

2. **Review Your Schedule**: Check your schedule to identify the projects assigned to you.

3. **Prepare Your Tools**: During the 15-minute preparation window, ensure that all necessary programs for your upcoming project are open and ready for use, including:

    o   MSD

    o   Shopify (make sure you are in the right project, you can see this on the right top corner of Shopify)

    o   ClickUp

    o   Templates

    o   Workflow

    o   Time Doctor

    o   Service Point (if applicable to the project)

4. **Stay Updated**: Read through the relevant Bitrix group chats to stay informed on any updates or important information.

5. **Start Time Doctor**: Begin your Time Doctor session as soon as your shift officially starts.

6. **Review Workflow**: Go through the workflow and check for any updates that may affect your tasks.

7. **Access Your Assigned Project**: Open MSD, locate your assigned project, and select the "unassigned" emails. Always prioritize starting with the oldest email.

8. **Begin Work**: Once all preparations are complete, you are ready to start your tasks.