



Microsoft Lists

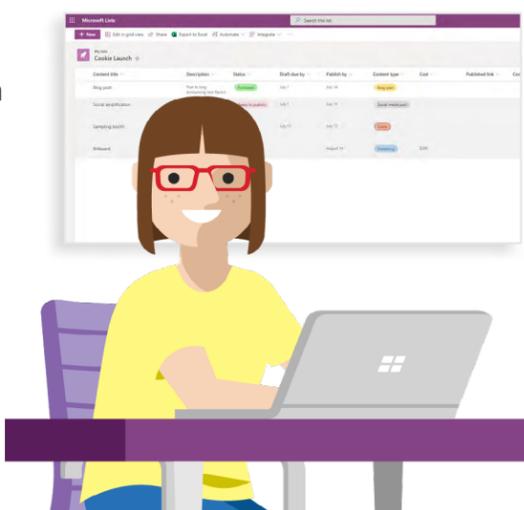
Day in the life – Marketing Manager

Lynn leads marketing activities for Contoso Foods, a small food company that specializes in gluten and dairy-free packaged desserts.



9:00 AM

Tea in hand, Lynn joins a meeting in the morning with her manager. Top of mind is their upcoming introduction of two new cookie flavors. They decide to **move the launch date** up a few days.

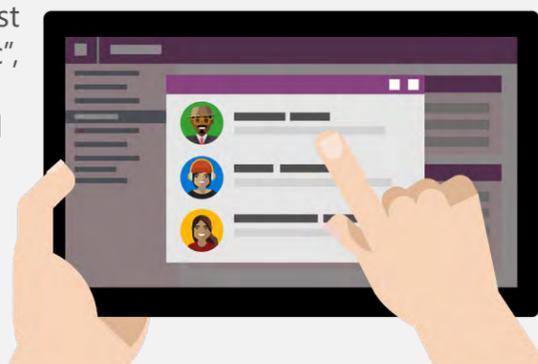


10:00 AM

Lynn opens “Cookie Launch” from her Lists home page, where she keeps track of information and planning surrounding the release. Lynn **changes due dates** for a few items since the launch is now earlier. She switches the priority for the “Teaser Billboard” item to **Critical**, which triggers an **email notification** to Ray, who was listed as owner.

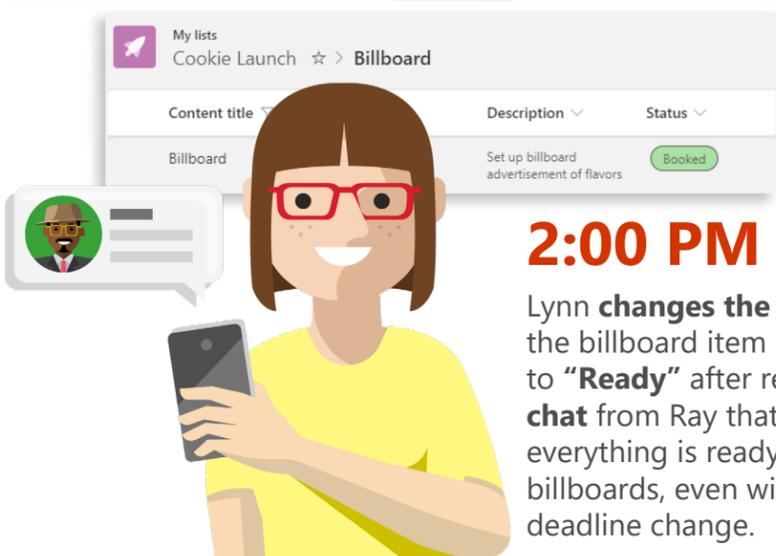
11:00 AM

Lynn works on drafts for the initial blog and social media posts for the announcement. She needs a new graphic for the posts, so **adds an item** to her list titled “Blog/social graphic”, with a description of her vision as a **comment** and a due date of next week. She **chats** the item to Sami, Contoso Food’s design lead.



1:00 PM

During a virtual meeting with the grocery chain supporting the launch, Lynn learns they are all set for sampling booths. She goes back into the Cookie Launch list and **switches the status** for the “Sampling booth” item to **Ready**.



2:00 PM

Lynn **changes the status** for the billboard item in the list to **Ready** after receiving a **chat** from Ray that confirms everything is ready for the billboards, even with the deadline change.

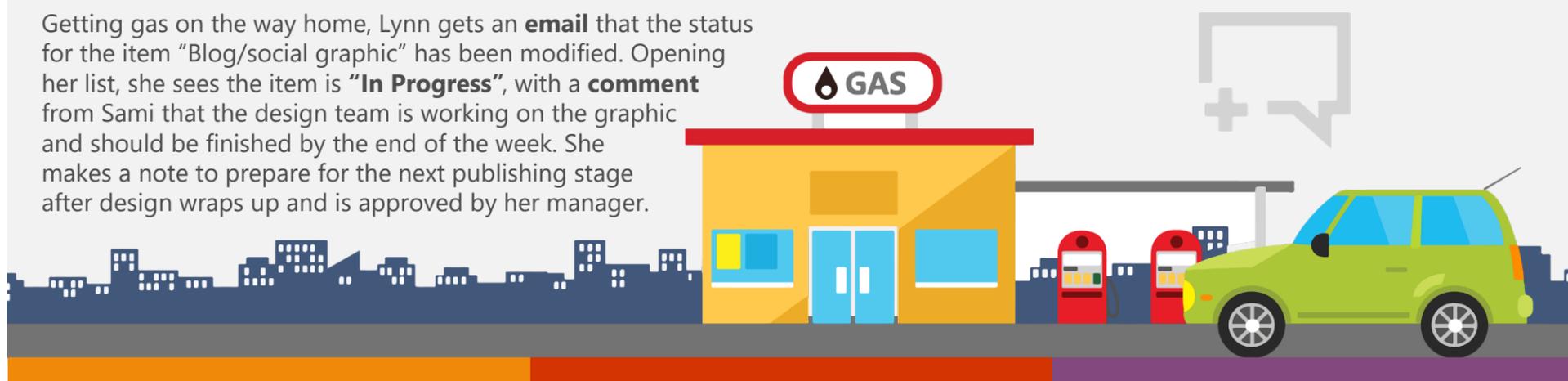


4:00 PM

Once Lynn has finished writing the blog and social media posts, she goes into her list, **attaches** her Word Document with the draft text, then **adds her manager** to the item to review. She switches the status of the item to **Draft needs approval**.

5:30 PM

Getting gas on the way home, Lynn gets an **email** that the status for the item “Blog/social graphic” has been modified. Opening her list, she sees the item is **In Progress**, with a **comment** from Sami that the design team is working on the graphic and should be finished by the end of the week. She makes a note to prepare for the next publishing stage after design wraps up and is approved by her manager.



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