



# Time Management

Accomplish goals by maximizing productivity and removing non-productive tasks

8 AM

## ADMINISTRATIVE TASKS

- Read and reply to emails
- Prioritize contracts
- Set goals by tasks
- Research leads

10 AM

## PRIME CALLING TIME

- Contact lead prospects
- Schedule appointments

2 PM

## ADMINISTRATIVE TASKS

- Read and reply to emails
- Check for lead responses

2:30-5 PM

## PRIME CALLING & PRODUCTION

- Contact prospects
- Visit clients
- Prepare social media marketing
- Schedule meetings with candidates

5-6 PM

## WRAP-UP

- Make next day's To-Do list
- Log prospect file with today's activity
- Reply to emails and organize