

MONDAY | OFFICE DAY

- New business
- Prospecting
- Team/staff meetings
- Trainings
- “Old business”: follow up, service work
- Planning and prep

TUESDAY, WEDNESDAY, THURSDAY | SELLING DAYS

- Enough time slots for up to 21 appointments
 - Breakfast meeting (8:00-9:00)
 - Mid-morning (9:00-10:30 & 10:30-Noon)
 - Lunch meeting (Noon-1:00)
 - Mid-afternoon (1:00-2:30 & 2:30-4:00)
 - Late afternoon (4:00-5:00)

FRIDAY | FREE DAY

- Fill in for rescheduled meetings throughout the week
- Office day
- Prep for the following week
- Education day
- Leisure day
- Personal appointments

Why Have a Structured Week?

- Better time management
- Focus on right activities at the right times
- Eliminates distractions and increases control
- Maximizes productivity
- Allows for scheduled time off

Important Factors to Consider

- Schedule time off
- Minimize compromising your schedule
- Avoid office tasks during selling days
- Account for travel time
- Always schedule the next appointment