

Daily Schedule 2017

	SUN	MON	TUE	WED	THU	FRI	SAT
8 AM							
9 AM		Return calls, emails, paperwork		Return calls, emails, paperwork			
10 AM						Pop-Bys	
11 AM		Personal notes and calls		Show properties			
NOON							
1 PM		Client lunch		Buyer lunch		Lunch by yourself	
2 PM		CMA and prezo prep		Wiggle room		Record video updates for sellers	
3 PM				Send out Marketing Flyer or eReport		Record video update for database	
4 PM		Wiggle room				Return calls, emails, paperwork	
5 PM		Appointments		Call all current leads		Wiggle room	