

Note: If you MUST set appointments for the morning, then just switch the two blocks in your day. Block 2 will then be from 8am-3pm and Block 1 will be 3pm-6pm. Also, sub-blocks a,b,c,etc will also be in reverse order. This is *only* recommended when it is a must.

Block 1  
Morning 8am-12pm

Block 2  
Afternoon 12pm-6pm

A: 8am-8:45 – Email,  
Social Media, etc...

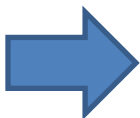
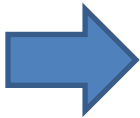
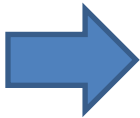
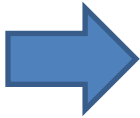
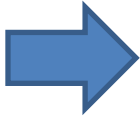
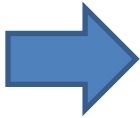
B: 9am-9:45 –  
Prospecting (expired,  
FSBO, SOI, overnight web  
leads etc...)

C: 10am-10:45 – Follow  
up calls (previous  
contacts, buyer follow up,  
price reductions, etc...)

D: 11-11:45- Return calls  
from morning, negotiate  
contracts, follow up on  
closings, etc...

A: 12pm-1pm- Lunch!

B: 1pm-6pm-  
Meetings,  
appointments, Admin,  
prep for appts, etc...



A large vertical light blue rounded rectangle containing 18 horizontal lines for notes.