

Ideal Week Example

	Monday	Tuesday	Wednesday	Thursday	Friday
8.00am-9.30am	Team Meeting (with Agenda)	Past Clients	Past Clients	Past Clients	Sales Team (with Agenda)
9.30am-11.00am	Call Backs	Networking	Networking	Networking	Listing Presentation
11.00am-12.00pm	Flex	Networking	Networking	Opens	Flex
12.00pm-1.00pm	Break	Break	Break	Break	Break
1.00pm-2.00pm	Vendor Reporting	Vendor Meetings Face to Face	Vendor Meetings Face to Face	Opens	Working on Business (with Agenda)
2.00pm-4.00pm	Listing Presentation	Vendor Meetings Face to Face	Vendor Meetings Face to Face	Opens	Working on Business (with Agenda)
4.00pm-5.00pm	2nd Follow Up Call Backs	Listing Presentation	Listing Presentation	2nd Buyer Appointments or Buyer Meetings Face to Face	Organise Weekend Opens