

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			DAY OFF		
8.00-8.30 Team Meeting	8.30-8.45 WIP Meeting	8.30-8.45 WIP Meeting		8.30-8.45 WIP Meeting	8.30-8.45 WIP Meeting Preparation for opens
8.45-10.00 Sales Meeting	9.00-10.00 10-B4-10	9.00-10.00 Role Play		9.00-10.00 10-B4-10	9.00-9.30 Open Homes
10.15-12.00 Caravan	10.00-12.00 Generating/ Phone Calls	10.00-12.00 Deals/Past Client Nurture		10.00-12.00 Appraisals/ Deals	9.30 – 10.30 Open homes
12.00-1.00 Follow up hot buyers	12.00-1.00 Follow up x2	12.00-1.00 Flexi		12.00-1.00 Lunch	10.30 – 11.30 Open Homes
1.00-3.00 Generation/ Pipeline A	1.00-3.00 Flexi	1.00-3.00 DK/Break-in strategy		1.00-2.00 Flexi	11.30 – 12.30 Open homes
3.00-5.00 Appraisals/ Flexi	3.00-4.30 Past Client Nurture	3.00-4.30 Appraisals		2.00-3.00 Generating Change Overs	12.30 – 1.30 Open homes
5.00-Late Appraisals/ Listing Apps	4.30-Late Flexi/ Appraisals	4.30-Late Flexi		3.00-4.00 Flexi	1.30 – 2.30 Open homes
				4.00-5.30 Deals/ General Duties	2.30 – 4.30 Follow up calls