

Ideal Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.00am	URGENT SIGN OFF/ADMIN	INTERNAL MEETINGS					DAY OFF
9.00am	URGENT SIGN OFF/ADMIN	INTERNAL MEETINGS		ADMIN/PROOFING	VILLAGE MEETING	OPENS	DAY OFF
10.00am	URGENT SIGN OFF/ADMIN	INTERNAL MEETINGS	PREPARE VENDOR REPORTS	ADMIN/PROOFING		OPENS	DAY OFF
11.00am	CALLBACKS 10AM - 1.30PM	INTERNAL MEETINGS	PREPARE VENDOR REPORTS	ADMIN/PROOFING	APPOINTMENTS 11 - 12.30PM	OPENS	DAY OFF
12.00pm	CALLBACKS 10AM - 1.30PM		OPENS	OPENS	APPOINTMENTS 11 - 12.30PM	OPENS	DAY OFF
1.00pm	CALLBACKS 10AM - 1.30PM		OPENS	OPENS		OPENS	DAY OFF
2.00pm		PROSPECTING /CALLBACKS				APPRAISALS (2.30 - 3.30PM)	DAY OFF
3.00pm	CALLBACKS	PROSPECTING /CALLBACKS				APPRAISALS (2.30 - 3.30PM)	DAY OFF
4.00pm	CALLBACKS	APPOINTMENTS/ APPRAISALS	APPOINTMENTS/ APPRAISALS				DAY OFF
5.00pm	CALLBACKS	APPOINTMENTS/ APPRAISALS	APPOINTMENTS/ APPRAISALS	SIGN-OFF MARKETING			DAY OFF
6.00pm	APPOINTMENTS	APPOINTMENTS/ APPRAISALS	APPOINTMENTS/ APPRAISALS				DAY OFF