

# TIME BLOCKING A TYPICAL WEEK

	MON 13	TUE 14	WED 15	THU 16	FRI 17	SAT 18	SUN 19
GMT-07 8 AM	Script Practice, 8am	Script Practice, 8am	Script Practice, 8am	Script Practice, 8am	Script Practice, 8am		
9 AM	Prospecting 9 – 10:30am	Prospecting 9 – 10:30am	Prospecting 9 – 10:30am	Prospecting 9 – 10:30am	Prospecting 9 – 10:30am		
10 AM							
11 AM	Follow-up 11am – 12pm	Follow-up 11am – 12pm	Follow-up 11am – 12pm	Follow-up 11am – 12pm	Follow-up 11am – 12pm		
12 PM	Lunch with client or allied partner 12 – 1pm	Lunch with client or allied partner 12 – 1pm	Lunch with client or allied partner 12 – 1pm	Lunch with client or allied partner 12 – 1pm	Lunch with client or allied partner 12 – 1pm		
1 PM							Open House 1 – 3pm
2 PM	Contract work, 2pm	Contract work, 2pm	Contract work, 2pm	Contract work, 2pm	Contract work, 2pm		
3 PM							
4 PM	Show Homes/Appointments 4 – 6pm	Show Homes/Appointments 4 – 6pm	Show Homes/Appointments 4 – 6pm	Show Homes/Appointments 4 – 6pm	Show Homes/Appointments 4 – 6pm		
5 PM							
6 PM							
7 PM							

**This represents a perfect week which doesn't exist in real estate but it does include the 5 jobs of a real estate agent. If you were to add this to your calendar and follow it 75% of the time, you would be successful.**