

Week: _____

Name: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7-8	Organize Day	Write Follow-ups	Day Off	Write 40 Follow-Up Cards	Organize Day	Organize Day	Day Off
8-9	Return email/ phone calls	Paperwork		↓	Paperwork	Paperwork	
9-10	Call 20 Prospects	Prospecting		Call 10 People to Ask for Leads	Call 20 People for Leads	Show Homes	
10-11	↓	↓		↓	↓	Show Homes	
11-12		Floor Time		Paperwork	Meet w/ Broker		
12-1	Lunch	Lunch		Lunch	Lunch	Lunch	
1-2	Show Homes	Start Market Analysis		Inspect Inventory	Inspect	Floor Time	
2-3	↓	↓		↓	Continue Mkt. Analysis	↓	
3-4	Call People I Know	Follow-Up		Follow-Up	↓	Inspect Inventory	
4-5	List 100 People to ask for leads	Inspect Inventory		Meet w/ Loan Officer	Prospect 25 Homes	Prospect 25 Homes	
5-6	↓	↓	↓	↓	↓	↓	↓
6-7		Do a Listing Presentation					
7-8							

Watkins Realty Group Weekly Planner