

**Ideal Work Week Schedule**

	Monday	Tuesday	Wednesday	Thursday	Friday	Week activity goal
7am						
8am						
9am						
10am						
11am						
12pm						
1pm						
2pm						
3pm						
4pm						
5pm						

Plan your ideal calendar by identifying your highest payoff activities. Block the best time frame for each. **Key activities: Sales, Administrative, Service, Business**