

# RAY'S PERFECT WEEK:

## PRIORITIES ARE LISTINGS & NEGOTIATING OFFERS

### Monday

8:15am to 8:30am	Script Call
9:00am to 9:30am	Listing Meeting/Admin. Meeting
9:30am to 10:00am	Return Calls
10:00am to 11:00am	Buyer Department Meeting
11:00am to 11:30am	Buyer Department One on One Monthly Reviews
11:30am to 12:00pm	Buyer Department One on One Monthly Reviews
12:00pm to 4:00 pm	CMA Appointments & Prospecting
4:30pm to 6:30pm	BLOCK - Family
6:30pm to 9:00pm	CMA Appointments & Prospecting

### Tuesday

9:00am to 10:00am	CMA Appointments & Prospecting
10:00am to 11:00am	Coach Ken
11:00am to 12:30pm	Return Calls
12:30pm to 2:00pm	Feed Back
2:00pm to 4:30pm	Management Meeting (Finance/Staffing/Tech)
4:30pm to 6:30pm	BLOCK - Family
6:30pm to 9:00 pm	CMA Appointments & Prospecting

**Wednesday: OFF**

### Thursday

9:00am to 9:15am	Return Calls
9:15am to 9:30am	Buyer Meeting Preparation
9:30am to 10:00am	Buyer Dept. Coaching - Rod
10:00am to 1:00pm	Car Tour *Review Scripts
1:00pm to 4:30pm	CMA Appointments & Prospecting
4:30pm to 6:30pm	BLOCK - Family
6:30pm to 9:00pm	CMA Appointments & Prospecting

### Friday

8:30am to 10:00am	Workout
10:00am to 12:00pm	Prospecting
12:00pm to 1:00pm	Return Calls
1:00pm to 7:00pm	CMA Appointments & Prospecting
7:00pm to 9:00pm	BLOCK - Family

### Saturday

9:00am to 10:00am	Goal Setting for the Week
10:00am to 4:00pm	CMA Appointments & Prospecting

**Sunday OFF**