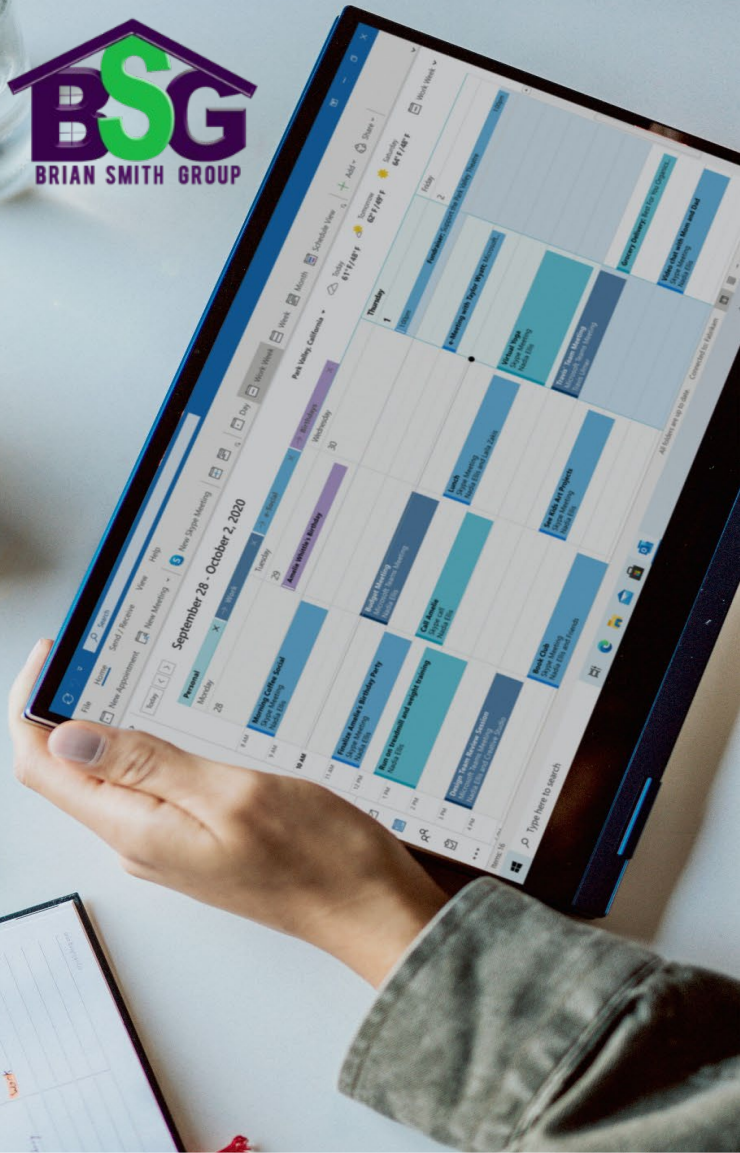


UNIONHOME
MORTGAGE

BSG
BRIAN SMITH GROUP



Elevate Your Game
Coaching & CE Series
Episode: 3 Take Control
of Your Calendar

STRUCTURE = FREEDOM

- _____ & _____ Your Most Important Tasks
- Put First Things _____
- _____ & _____ Your Schedule

CREATING YOUR PERFECT WORK WEEK

1. Schedule _____ Time
2. Schedule _____ Time
3. Schedule _____ Time
4. Schedule _____ Time

SCHEDULE _____ TIME

- Schedule Your Personal Time _____!
- Start by Creating a _____ & _____ Time for Your Business
- Includes: Family/Friends, Vacation, Date Night, Exercise, Meditation, Church, etc.
- Use _____ To label Personal Time

SCHEDULE _____ TIME

- Know Your Top 3 Job Duties
- After your Personal Time, Schedule Your Prospecting Time

- Start by Adding Time Blocks for _____ (Prospecting calls)
- Includes: Phone Calls, Events, Client Appointments
- Use _____ to label Prospecting Time

SCHEDULE _____ TIME

- Schedule Your Personal Time _____
- Working “_____” Your Business
- Includes: Email, Setting Appointments, Office/Clerical Work
- Use _____ To label Personal Time
- _____ these tasks as much as possible

SCHEDULE _____ TIME

- Schedule Your “ON” Time _____
- Activities Related to Growing / Improving Your Business
- Includes: Coaching / Training, Business Planning, Developing Processes & Systems
- Use _____ To label Personal Time

THE PERFECT WORK WEEK TEMPLATE / EXAMPLE:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00am	-	Work out	Read & meditate	Work out	Read & meditate	Work out	-
7:30am	-	Work out	Read & meditate	Work out	Read & meditate	Work out	-
8:00am	-	Drive to office	Drive to office	Drive to office	Drive to office	Drive to office	Read & meditate
8:30am	Read & meditate	Email	Email	Email	Email	Email	Flex time
9:00am	Church	Team meeting	Team meeting	Team meeting	Team meeting	Team meeting	Flex time
9:30am	Church	Theme Day	Theme Day	Theme Day	Theme Day	Theme Day	Flex time
10:00am	Church	Theme Day	Theme Day	Theme Day	Theme Day	Theme Day	Flex time
10:30am	Church	Theme Day	Theme Day	Client appointment	Return calls	Client appointment	Flex time
11:00am	Family time	Theme Day	Theme Day	Client appointment	Team training	Client appointment	Flex time
11:30am	Family time	Return calls	Return calls	Return calls	Team training	Return calls	Flex time
12:00pm	Family time	Lunch appointment	Lunch appointment	Lunch appointment	Lunch appointment	Lunch appointment	Personal time
12:30pm	Family time	Lunch appointment	Lunch appointment	Lunch appointment	Lunch appointment	Lunch appointment	Personal time
1:00pm	Family time	Email	Email	Email	Email	Email	Personal time
1:30pm	Family time	Client appointment	Client appointment	Client appointment	Coaching / Planning	Client appointment	Personal time
2:00pm	Family time	Client appointment	Client appointment	Client appointment	Coaching / Planning	Client appointment	Personal time
2:30pm	Family time	Client appointment	Client appointment	Client appointment	Coaching / Planning	Client appointment	Personal time
3:00pm	Family time	Client appointment	Client appointment	Client appointment	Coaching / Planning	Client appointment	Personal time
3:30pm	Family time	Client appointment	Client appointment	Client appointment	Client appointment	Client appointment	Personal time
4:00pm	Family time	Client appointment	Client appointment	Client appointment	Client appointment	Client appointment	Personal time
4:30pm	Family time	Client appointment	Client appointment	Client appointment	Client appointment	Return calls	Family time
5:00pm	Family time	Email	Email	Email	Email	Email	Family time
5:30pm	Family time	Drive home	Drive home	Drive home	Drive home	Drive home	Family time

TIME MANAGEMENT TIPS

- Establish Start & End Times
- #1 Job Duty is _____! Do it First!
- _____ Your Day-at-a-Glance Every Morning
- Set _____ with Voicemail / Auto-Reply Messages
- Parkinson's Law

TIPS (CONTINUED)

- Do You Have a Team?
 - Daily Team Meeting, Weekly Training, Month-End Meeting
- The 4 D's:
 - _____ – Do it Now
 - _____ – Do it Later
 - _____ – Get Rid of It
 - _____ – Assign to Someone Else
- Don't Get Stuck in Email!

WE WANT TO BE YOUR LENDER!

- Ask us for our Time Block Calendar Template
- We're Committed to Your Success
- We Over-Communicate & Always Close on Time!



The Perfect Work Week

Name: _____

1. Personal & Family Time	2. Sales Time (<i>\$ Producing Activities</i>)	3. Office / Admin Time	4. "On" Time (Business Planning, etc.)
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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00am							
7:30am							
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