

## Sample Time Template

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
8:00-8:15 am    Map day	8:00-8:15 am    Map day	8:00-8:15 am    Map day	7-8:30 am    Production Work	8:00-8:15 am    Map day
8:15-8:30 am    Social Media	8:15-8:30 am    Social Media	8:15-8:30 am    Social Media		8:15-8:30 am    Social Media
8:30-9:00 am    Emails	8:30-9:00 am    Emails	8:30-9:00 am    Emails		8:30-9:00 am    Emails
9:00-9:30 am    Phone Calls	9:00-9:30 am    Phone Calls	9:00-9:30 am    Phone Calls	9:00-10:00    Meetings w/ Prospects	9-11am
9:30-11:00 am	9:30-12:30  Client Slots	9:30-12:30  Client Slots	10:00-1:00 pm  Business Development (Marketing)	Professional    Development
11:00-12:00    Staff Meeting				11:00-11:30am    Travel/Interr
12:00-12:30    Interruptions				11:30-1:00 pm    Financials
12:30-1:00    Lunch				
1:00-3:00    Production Work	12:30-2:00 Lunch w/ Staff Member	12:30-1:00    Lunch	1:00-2:30 pm    Lunch w/ Prospect / Client/Referral	1:00-1:30 pm    Lunch
		1:00-2:30    Staff Reviews		1:30-3:30 pm Client Slots
	2:00-2:30    Travel/Interrupt.			
2:30-3:00    Emails	2:30-3:00    Emails	2:30-3    Travel/Interruption		
3:00-4:00    Staff Work Review	3:00-3:30    Phone	3:00-3:30    Phone	3:00-3:30            Social Media	
4:00-5:00    Emails	3:30-5:00    Client Slots	3:30-5:00    Client Slots	3:30-4:00            Emails	3:30-4:00            Emails
			4:00-4:30            Phone	4:00-4:30            Phone
			4:30-5:30            Staff 1-1's	4:30-5:00            Staff 1-1
		5:00-5:30    Map Thursday		



### Need More Help?

- One Day Strategy Sessions
- 1 on 1 Coaching
- Group Coaching
- Voice Finding

Yoon Cannon – Your #1 Marketing & Productivity Coach

Get Your free subscription to *Biz Growth Tips* Newsletter at [www.paramountbusinesscoach.com](http://www.paramountbusinesscoach.com)

Schedule your free Discovery Session: Call (215) 292-4947 or [yooncannon@paramountbusinesscoach.com](mailto:yooncannon@paramountbusinesscoach.com)