

Weekly Time Management Guide					
	Monday	Tuesday	Wednesday	Thursday	Friday
7:30	Red	Blue	Red	Blue	Red
8:00	Red	Blue	Red	Blue	Red
8:30	Red	Blue	Red	Blue	Red
9:00	Grey	Green	Green	Green	Green
9:30	Grey	Green	Green	Green	Green
10:00	Green	Blue	Blue	Blue	Blue
10:30	Blue	Blue	Blue	Blue	Blue
11:00	Green	Green	Green	Green	Green
11:30	Green	Green	Green	Green	Green
12:00	Blue	Blue	Blue	Blue	Blue
12:30	Blue	Blue	Blue	Blue	Blue
1:00	Blue	Blue	Blue	Blue	Blue
1:30	Green	Green	Green	Green	Green
2:00	Green	Green	Green	Green	Green
2:30	Blue	Blue	Blue	Blue	Blue
3:00	Blue	Blue	Blue	Blue	Blue
3:30	Blue	Blue	Blue	Blue	Blue
4:00	Green	Green	Green	Green	Green
4:30	Green	Green	Green	Green	Green
5:00	Blue	Blue	Blue	Blue	Blue
5:30	Red	Blue	Red	Red	Red
	Use the best practices instructions as a reference.				
	Green	Money activities, meetings with clients and prospects			
	Blue	Prospecting and networking activities			
	Red	Admin			
	Grey	Team meetings			
	Time management guide developed by Insurance Agency Advisor, insuranceagencyadvisor.com and our partner Accelsure, accelsure.c				

