

TO BE COMPLETED

Notes/Ideas

**Time Already Being Used
Tommorrow**

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- 06:00 AM _____
- 07:00 AM _____
- 08:00AM _____
- 09:00 AM _____
- 10:00 AM _____
- 11:00 AM _____
- 12:00 NOON _____
- 1:00 PM _____
- 2:00 PM _____
- 3:00 PM _____
- 4:00 PM _____
- 5:00 PM _____
- 6:00 PM _____
- 7:00 PM _____
- 8:00 PM _____
- 9:00 PM _____
- 10:00 PM _____

Personal Errands

- Always call 5 existing clients each day to simply say hello and let them know that you are there if they need you.**
- Replenish any used forms (*never be without an application*)
- File/Delete Email
- Try to fill any available time with both new or existing clients