

# What “Hats” Do You Wear?



# Delegate Your Tasks

**MY RESPONSIBILITIES**

**HIRE**

**AUTOMATE**



# Time Management:

Team Meeting

Sales & FU

Networking

Client Work

Work ON Biz

	SUN	MON	TUES	WED	THURS	FRI	SAT
8:00 am		Team Meeting	Sales & FU	Networking	Sales & FU	Work ON Biz	
8:30 am		Team Meeting	Sales & FU	Networking	Sales & FU	Work ON Biz	
9:00 am		Sales & FU	Sales & FU	Networking	Sales & FU	Work ON Biz	
9:30 am		Sales & FU	Sales & FU	Networking	Sales & FU	Work ON Biz	
10:00 am		Sales & FU	Sales & FU	Sales & FU	Sales & FU	Work ON Biz	
10:30 am		Sales & FU	Sales & FU	Sales & FU	Sales & FU	Work ON Biz	
11:00 am		Email	Email	Sales & FU	Email	Email	
11:30 am		Client Work	Client Work	Sales & FU	Client Work	Work ON Biz	
12:00 am		Client Work	Client Work	Email	Client Work	Work ON Biz	
12:30 am		Lunch	Lunch	Lunch	Lunch	Lunch	
1:00 pm		Client Work	Client Work	Client Work	Client Work	Work ON Biz	
1:30 pm		Client Work	Client Work	Client Work	Client Work	Work ON Biz	
2:00 pm		Client Work	Client Work	Client Work	Client Work	Work ON Biz	
2:30 pm		Client Work	Client Work	Client Work	Client Work	Work ON Biz	
3:00 pm		Client Work	Client Work	Client Work	Client Work	Work ON Biz	
3:30 pm		Client Work	Client Work	Client Work	Client Work	Work ON Biz	
4:00 pm		Client Work	Client Work	Client Work	Client Work	Work ON Biz	
4:30 pm		Email	Email	Email	Email	Email	
5:00 pm		Client Work	Client Work	Client Work	Client Work	Work ON Biz	

# Time Management:



	SUN	MON	TUES	WED	THURS	FRI	SAT
8:00 am							
8:30 am							
9:00 am							
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