

Plot the amount of time you spend doing any of the activities in the six categories on the left. The examples are guides to the type of activities that can be done under each category and do not have to be followed exactly. Please try to be as factual as possible.

ACTIVITY EXAMPLES	WEEK ONE						ACTIVITY BASELINE																			
	THURSDAY						FRIDAY						SATURDAY													
	Personal Dev.	Marketing	Appointments	Follow Up	Recreation	Family	Time	Personal Dev.	Marketing	Appointments	Follow Up	Recreation	Family	Time	Personal Dev.	Marketing	Appointments	Follow Up	Recreation	Family						
Personal Development Toastmasters Coaching Listening to CDs, podcasts, teleseminars Viewing DVDs, webinars Reading books, journals, articles Participating in Mastermind groups							4:00 am							4:00 am												
	Marketing Networking (professional, social groups) Writing for online (e.g., blogs) and print publications Public speaking Prospecting Participating in community events Participating in community groups (church, social, service clubs, philanthropic organizations) Online communities (e.g. web 2.0 channels) Direct Mail Seminars Events Co-branding with other B2B professionals Cold calling (advisors or prospects)							5:00 am							5:00 am											
		Appointments Prospects: Presentation Clients: Taking the App Closing Docs Advisors: Presentation							6:00 am							6:00 am										
			Follow Up (by web, phone, email, letter etc.) Advisors Clients Internal marketing (referral gathering)							7:00 am							7:00 am									
				Recreation							8:00 am							8:00 am								
					Family							9:00 am							9:00 am							
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ACTIVITY EXAMPLES	WEEK ONE						ACTIVITY BASELINE											
	MONDAY						TUESDAY						WEDNESDAY					
	Personal Dev.	Marketing	Appointments	Follow Up	Recreation	Family	Personal Dev.	Marketing	Appointments	Follow Up	Recreation	Family	Personal Dev.	Marketing	Appointments	Follow Up	Recreation	Family
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Recreation																		
Family																		
	Time						Time						Time					
	4:00 am						4:00 am						4:00 am					
	5:00 am						5:00 am						5:00 am					
	6:00 am						6:00 am						6:00 am					
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ACTIVITY EXAMPLES | WEEK TWO | ACTIVITY BASELINE

- Personal Development**
 - Toastmasters
 - Coaching
 - Listening to CDs, podcasts, teleseminars
 - Viewing DVDs, webinars
 - Reading books, journals, articles
 - Participating in Mastermind groups
- Marketing**
 - Networking (professional, social groups)
 - Writing for online (e.g, blogs) and print publications
 - Public speaking
 - Prospecting
 - Participating in community events
 - Participating in community groups (church, social, service clubs, philanthropic organizations)
 - Online communities (e.g, web 2.0 channels)
 - Direct Mail
 - Seminars
 - Events
 - Co-branding with other B2B professionals
 - Cold calling (advisors or prospects)
- Appointments**
 - Prospects: Presentation
 - Clients: Taking the App
 - Closing Docs
 - Advisors: Presentation
- Follow Up**
 - (by web, phone, email, letter etc.)
 - Advisors
 - Clients
 - Internal marketing (referral gathering)
- Recreation**
- Family**

Time	MONDAY						TUESDAY						WEDNESDAY					
	Personal Dev.	Marketing	Appointments	Follow Up	Recreation	Family	Personal Dev.	Marketing	Appointments	Follow Up	Recreation	Family	Personal Dev.	Marketing	Appointments	Follow Up	Recreation	Family
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