



TIME BLOCKING — THREE THINGS FOR SUCCESS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Notes	1 8:30 to 11:30am Lead Generation	2 8:30 to 11:30am Lead Generation	3 8:30 to 11:30am Lead Generation	4 8:30 to 11:30am Lead Generation	5	6
7 8:00 to 9:00am Planning 9:00 to noon Lead Generation	8 8:30 to 11:30am Lead Generation	9 8:30 to 11:30am Lead Generation	10 8:30 to 11:30am Lead Generation	11	THREE-DAY FAMILY VACATION 	
14 8:00 to 9:00am Planning 9:00 to noon Lead Generation	15 8:30 to 11:30am Lead Generation	16 8:30 to 11:30am Lead Generation	17 8:30 to 11:30am Lead Generation	18 8:30 to 11:30am Lead Generation	19	20
21 8:00 to 9:00am Planning 9:00 to noon Lead Generation	22 8:30 to 11:30am Lead Generation	23 8:30 to 11:30am Lead Generation	24 8:30 to 11:30am Lead Generation	25 8:30 to 11:30am Lead Generation	26	27
28 8:00 to 9:00am Planning 9:00 to noon Lead Generation	29 8:30 to 11:30am Lead Generation	30 8:30 to 11:30am Lead Generation	31 8:30 to 11:30am Lead Generation	Notes		

FIGURE 15 A month-at-a-glance calendar combines the benefits of long-range vision with day-to-day and hourly planning.