

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1.	8 <i>Reminder calls</i>	<i>Phone Log</i>	<i>Press Releases-Next</i>		<i>Back-up File</i>
	9 <i>1, 2</i>	<i>Marketing</i>	<i>Marketing</i>		<i>Marketing</i>
	10 <i>Check Inventory</i>	<i>Marketing</i>	<i>Marketing</i>	Sales Training	<i>Marketing</i>
	11 <i>New Packet Forms</i>	<i>Marketing</i>			<i>Marketing</i>
	12				
	1 <i>Website for Book</i>	<i>Workshop Sign-ups</i>	Elite 1 Meeting	<i>Marketing</i>	<i>Absentee Calls 1,2</i>
	2 <i>Email 13, 14</i>	<i>Marketing</i>	Elite 2 Meeting	<i>Call \$ owed</i>	
	3 <i>Practice Intro</i>	<i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>	<i>Call Back: 8/1/00</i>
	4 <i>Roster Updates</i>	<i>Return Calls</i>	<i>Return Calls</i>	<i>Return Calls</i>	<i>Return Calls</i>
	5 <i>Meeting Prep</i>	<i>Run NL Labels</i>	<i>Send NL to CC</i>		
	6 <i>Clip Newspapers</i>	<i>Check Library</i>		Attend Mixer	
	2.	8 <i>Reminder calls</i>			
9 <i>13,14</i>		<i>Marketing</i>		<i>Marketing</i>	<i>Marketing</i>
10		<i>Marketing</i>			MASTER
11 <i>Workshop Sign-ups</i>		<i>Marketing</i>	Elite 13 Meeting	<i>Marketing</i>	MIND 19-WC
12			Elite 14 Meeting	<i>Marketing</i>	IT Training
1 <i>Marketing</i>		<i>Marketing</i>			
2 <i>Marketing</i>		<i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>	<i>Absentee Calls</i>
3 <i>Marketing</i>		<i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>	<i>13,14,</i>
4 <i>Return Calls</i>		<i>Return Calls</i>	<i>Return Calls</i>	<i>Return Calls</i>	<i>Return Calls</i>
5 <i>Meeting Prep</i>		<i>Meeting Prep</i>			<i>Chamber Directories</i>
6				Attend Mixer	
3.		8			
	9 <i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>		<i>Marketing</i>
	10 <i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>	Speakers Training	<i>Marketing</i>
	11 <i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>		<i>Marketing</i>
	12				
	1 <i>Leads</i>	<i>Leads</i>	<i>Leads</i>	<i>Leads</i>	<i>Chamber NL Mixers</i>
	2 <i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>	<i>Search A's & B's</i>
	3 <i>Email 13</i>	<i>Marketing</i>	<i>Marketing</i>	<i>Write NL Article</i>	
	4 <i>Return Calls</i>	<i>Return Calls</i>	<i>Return Calls</i>	<i>Return Calls</i>	<i>Return Calls</i>
	5				
	6			Attend Mixer	<i>Phone Log</i>
	4:	8		<i>Thank You's</i>	<i>Library Returns</i>
9 <i>Marketing</i>		<i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>
10 <i>Marketing</i>		<i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>
11 <i>Marketing</i>		<i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>	<i>A/R;</i>
12					
1 <i>Marketing</i>		<i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>	<i>Credit Referrals</i>
2 <i>Email 1,2</i>		<i>Marketing</i>	<i>Marketing</i>	<i>Marketing</i>	<i>Return Calls</i>
3 <i>Return Calls</i>		<i>Return Calls</i>	<i>Return Calls</i>	<i>Return Calls</i>	<i>Quality Control</i>
4 <i>Clip Newspaper</i>					<i>Website updates</i>
5				Attend Mixer	

SEND INVOICE DATES:

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
7,8,9,	10,11,12	1,2,3	4,,5,6	13,14,15	16,17,18	7,8,9,	10,11,12	1,2,3	4,,5,6	13,14,15	16,17,18

Licensed Territory 4 Time Management Schedule

JULY	HOURS/WEEK	CALLS /WEEK
3	8:00 2	Reminder Calls
	9:00	Call Guests and Members for Groups 5 & 6
	10:00 1	Check Inventory 250 Leads forms, Teal Folders, Vinyl BC Pages, BC (yours, SA & Web)
	11:00 1	Run Material for Guest Packets-to be assembled in evening Guestimate the number of guest for the month 8 Attendance (PM4) Place in folder in briefcase 20-50 Meeting Tracking (PM7) Loose in Teal Folder 20-50 Welcome (W10) 1st sheet on Left in Teal Folder 20-50 Power Partner (PM8) 2nd sheet on Left in Teal Folder 20-50 Organizatoins 4pgs (Web:Resources) 3rd sheet on Left in Teal Folder 20-50 Policies (W8) 4th sheet on Left in Teal Folder 20-50 SJ Journal & SF Times (PM6) Behind vinyl BC Sheet on Right 20-50 Explanation (PM13) Top Right in vinyl BC Sheet on Right 20-50 Tracking Forms (PM) Top Right in vinyl BC Sheet on Right 20-50 BC's ea Jacque's Top Left, Sharyn's, 2nd & Website, 3rd
	1:00 1	Update Material for Calendar Book from Website Home Page with Postcard Calendar of Events Meeting Schedule Organizations 1st page Ask Leada Products Clear out old material
	2:00 1	Email or Evite guests for Groups 7,3,4,1,2 (W4) Email or Evite members who missed last meeting for Groups 7,3,4,1,2 (W5) Email or Evite all members and guests for next week's workshop
	3:00 1	Practice New Introduction for the month until it is very comfortable "Whatever the need, We'll help you succeed, my name is Jaclyn Zoccoli, I'm the owner of Elite Leads Business Development of Silicon Valley & I'd like to meet Personal Coaches." "You'll never be down & out when you promote your business through word of mouth,I'm Jaclyn Zoccoli, I'm the owner of Elite Leads Business Development of Silicon Valley and I'd like to meet your CPA." "Can you imagine walking into a meeting where you're handed business every month? I'm Jaclyn Zoccoli, I'm the owner of Elite Leads Business Development of Silicon Valley and we provide the environment where you will have ongoing resources for leads. I'd like to get to know your banker."
	4:00 1	Roster Updates Run 3 new rosters for groups 1-7 (Jacque, Sharyn & Jim)
	5:00 1	Meeting Prep Access (26-Members and Guester Roster): Run 3-7 Rosters for Group 5 & 6 Access (17-Invoice) Double check names, companies for accuracy MSWord (W3) Agenda - Update the Agenda Use (W3, not the one you made up) Put all the material in one folder for each group, Invoices on top, Agenda then rosters
	5:30	Clip current calendars, events and interests from SF Times SJ Mercury and SJ Journal

Total Telemarketing Calls for the day: _____



Licensed Territory 3 Time Management Schedule

JULY	HOURS/WEEK		CALLS REQUIRED	CALLS MADE
10				
	9:00	Set up interviews for telemarketer		
	11:00	1		
		Marketing	60	-----
		"I'm calling to invite you as my (or referrlas name) guest to our Business Development Group"		
		Keep it simple!		
		Use the autodial feature on your computer		
		Data Entry:		
		Enter Last Name		
		Full Name		
		Company		
		City		
		Area Code		
		Business Phone		
		Code = GElite		
		Industry		
		Contact Date = today's date		
		Check (spacebar) Related to Elite		
		Group: Enter most likely group		
		Referred By:		
		Call Back: Enter 8/1/00 to check periodically throughout the month		
		Territory: 4		
		Resources: Chamber Directories - Call members to borrow there's		
		Yellow copies of lead forms		
		Microsoft MSN Home Page has Reverse Directory		
		Rich's Directory		
		Organization Directories		
		Ads in the SJ Journal, SF Times and Mercury News		
		Ask members to borrow their stacks of business cards for 1 week		
	4:00	1		
		Return calls		
		Go back through notebook to make sure all calls are returned		

Actual Telemarketing Calls for the day: -----

