SC Daily WorkPlan

Open (7-4)

Time	
7:00 AM	Get Due Bills/SOP
7:30 AM	Confirm all Appts for today
8:00 AM	**Inbound**
8:30 AM	(Your Tasks)
9:00 AM	Incoming Calls
9:30 AM	Internet Leads
10:00 AM	Inbound Texts
10:30 AM	*Shared Inbounds and Internet Leads*
11:00 AM	**Lunch**
11:30 AM	
12:00 PM	
12:30 PM	Call Lists
1:00 PM	Overdue Service
1:30 PM	Service Reminders
2:00 PM	**Outbound**
2:30 PM	Defectors
3:00 PM	Declined
3:30 PM	
4:00 PM	

Close (9-6)

Time	
9:00 AM	**No Shows**
9:30 AM	Call Lists
10:00 AM	Overdue Service
10:30 AM	Service Reminders
11:00 AM	**Outbound**
11:30 AM	Defectors
12:00 PM	Declined
12:30 PM	
1:00 PM	**Lunch**
1:30 PM	
2:00 PM	(Your Tasks)
2:30 PM	**Inbound**
3:00 PM	Incoming Calls
3:30 PM	Internet Leads
4:00 PM	Inbound Texts
4:30 PM	Handle both inbound and outbound Confirmations for tomorrow before 12 No Shows
5:00 PM	
5:30 PM	
6:00 PM	

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The Smart Approach to Business Development Centers