

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	8:00 AM	Email review & priority planning	Email review & priority planning			
	8:30 AM					
	9:00 AM	Administrative workflow tasks	Administrative workflow tasks	Administrative workflow tasks	Administrative workflow tasks	Administrative workflow tasks
	9:30 AM					
	10:00 AM					
	10:30 AM					
	11:00 AM	Client meetings / consultations	Client meetings / consultations			
	11:30 AM					
	12:00 PM				client lunch meeting 12:00-1:00pm	
	12:30 PM					OUT OF OFFICE
	1:00 PM	Team collaboration / internal meetings				
	1:30 PM					
	2:00 PM	Client support / service coordination				
	2:30 PM					
	3:00 PM					
	3:30 PM	Data updates / reporting / CRM updates				
	4:00 PM					
	4:30 PM	End-of-day review & next day prep				
	5:00 PM					