

Day Planner

Date: _____

Time	Details
7:00 AM	
7:20 AM	
7:40 AM	
8:00 AM	
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6:40 PM	
7:00 PM	

Day Planner

Date: _____

Time	Details
7:00 AM	Get in to the office, coffee, and admin time
7:20 AM	
7:40 AM	Phones - Client Development Calls
8:00 AM	
8:20 AM	Admin time, send emails, return voicemails
8:40 AM	Phones - Client Development Calls
9:00 AM	
9:20 AM	Admin time, send emails, return voicemails
9:40 AM	Phones - Follow-up Calls with Existing Candidates
10:00 AM	
10:20 AM	Admin time, send emails, return voicemails
10:40 AM	Phones - Reference Check Calls
11:00 AM	
11:20 AM	Admin time, send emails, return voicemails
11:40 AM	Lunch
12:00 PM	
12:20 PM	Phones - Recruit for Search A
12:40 PM	
1:00 PM	Admin time, send emails, return voicemails
1:20 PM	Phones - Recruit for Search A
1:40 PM	
2:00 PM	Admin time, send emails, return voicemails
2:20 PM	Phones - Recruit for Search B
2:40 PM	
3:00 PM	Admin time, send emails, return voicemails
3:20 PM	Phones - Recruit for Search B
3:40 PM	
4:00 PM	Admin time, send emails, return voicemails
4:20 PM	Team Recap Meeting
4:40 PM	
5:00 PM	Planning Time
5:20 PM	
5:40 PM	
6:00 PM	
6:20 PM	
6:40 PM	
7:00 PM	