Remote Sales Team Member Sample Daily Schedule

Time	Activity	TodayApp Function	Tech Used	Why do this?
8:20-8:30	Starting Ritual	n/a	n/a	Symbolically starts your day; gets your mind in the right place to help your clients and work with your team
8:30-9:00	First Thing Call	n/a	Zoom/Skype, TodayApp	Status update of team goals, role-play scenarios, builds community
9:00-9:15	Review hot leads, prepare to call out	n/a	n/a	Get your mind right to SELL
9:15-10:45	Outbound sales calls (i-leads, SF.com, follow-ups, x-dates, etc.)	Outbound Sales Scripts	TodayApp	Keeps the growth needle of the agency moving, makes you money
10:45-11:00	Take a walk/stretch	n/a	n/a	Assists your productivity, mental clarity, focus, physical health
11:00-11:50	Call clients you have recently closed to ask for referrals	Outbound Sales → Asking for Referral Script	TodayApp	Add quality leads, production
11:50-Noon	Make sure all activities and production are in TodayApp	Outbound/Inbound Sales Scripts, Quick Actions, Manual Entry	TodayApp	Makes sure that team leaderboard will be up-to-date at lunch
Noon-12:30	Lunch	n/a	n/a	Rest, nutrition, etc.
12:30-1:30	Contact COIs, Referral Sources; Professional Development	Outbound Sales Scripts	TodayApp	Maintain relationships; grow professionally
1:30-3:00	Outbound sales calls (i-leads, SF.com, follow-ups, x-dates, etc.)	Outbound Sales Scripts	TodayApp	Keeps the growth needle of the agency moving, makes you money
3:00-3:15	Take a walk/stretch	n/a	n/a	Assists your productivity, mental clarity, focus, physical health
3:15-4:00	Outbound sales calls (i-leads, SF.com, follow-ups, x-dates, etc.)	Outbound Sales Scripts	TodayApp	Keeps the growth needle of the agency moving, makes you money
4:00-4:30	Follow up on quotes from earlier today/week	Outbound Sales Scripts	TodayApp	Close business
4:30-4:45	Make sure all activities and production are put in TodayApp	Outbound/Inbound Service Scripts, Quick Actions, Manual Entry	TodayApp	Allows you to know what you have contributed to your team today
4:45-5:00	Make a to-do list for tomorrow	n/a	Outlook, Paper Notebook	Sets the tone for tomorrow, helps you close out today
5:00	Closing Ritual	n/a	n/a	Will be unique to you; symbolic end of the workday