

<b>Kim</b>	
<b>8:30 -9:00</b> <input type="radio"/> Coffee x 4 pots <input type="radio"/> Clean up Kitchen and Coffee Areas <input type="radio"/> Lower and push in ALL chairs <input type="radio"/> Align ALL monitors, keyboards, and mice <input type="radio"/> Check and fill all paper trays <input type="radio"/> Clear all debris <input type="radio"/> Inventory Forms Cabinets <input type="radio"/> Forward Floor Phones and Check for answer (8:30)	<div style="border: 3px double black; padding: 10px; text-align: center;"> <p>At all times scheduled for Phones it is your responsibility to keep the reception area neat and tidy. You should have music playing and the area should smell inviting to anyone entering. Each agent entering should be greeted with a hello and a smile. Help each client in a manner that is professional and friendly. Act as if these people are visitors to your home.</p> </div>
	<b>Dina</b>
<b>9:00 –10:00</b> <input type="radio"/> Take Phones off Night <input type="radio"/> Call and Distribute all Faxes	<b>9:00 –10:00</b> <input type="radio"/> Make Copies of forms needed <input type="radio"/> Check, straighten, and fill Magazine rack
<b>10:00 – 11:00</b> <input type="radio"/> Process Listings according to checklist <input type="radio"/> Distribute forms to cabinets	<b>10:00 -12:30</b> <input type="radio"/> Phones <input type="radio"/> Call and Distribute all Faxes <input type="radio"/> Forward Floor Phones and Check for answer (11:30)
<b>11:00-12:30</b> Chip's Directives	
<b>12:30 – 1:00</b> <input type="radio"/> Lunch — <b>Robyn to cover phones 12:30-1:00</b>	<b>12:30 – 1:00</b> <input type="radio"/> Lunch
<b>1:00 - 2:00</b> <input type="radio"/> Phones <input type="radio"/> Call and Distribute all Faxes	<b>1:00 -2:00</b> <input type="radio"/> Monday—Windex Computers and Phones <input type="radio"/> Tuesday— Clean Work area <input type="radio"/> Wednesday– Inventory Supplies <input type="radio"/> Thursday— Import Showing Desk Bridge and Check showing desk for double listings <input type="radio"/> Friday—Back up showing desk on CD
<b>2:00 - 3:00</b> <input type="radio"/> Chip's directives	
<b>3:00 - 4:00</b> <input type="radio"/> Mail <input type="radio"/> Training Room Prep <input type="radio"/> Fulfill Training Library Requests	<b>2:00 - 4:00</b> <input type="radio"/> Phones <input type="radio"/> Call and Distribute all Faxes <input type="radio"/> Forward Floor Phones and Check for answer (2:30)
<b>4:00 - 4:30</b> <input type="radio"/> Phones <input type="radio"/> Call and Distribute all Faxes	<b>4:00 - 4:30</b> <input type="radio"/> Closing Checklist <input type="radio"/> Empty Coffee Pots <input type="radio"/> Check Paper <input type="radio"/> Lower and push in ALL chairs
<b>4:30-5:00</b> <input type="radio"/> Process Listings according to checklist <input type="radio"/> Sales Training Drawer	<b>4:30 - 5:30</b> <input type="radio"/> Phones until 5:10 <input type="radio"/> Call and Distribute all Faxes <input type="radio"/> Forward Floor Phones and Check for answer (5:30)