

THE FOLLOWING EXAMPLE HAS BEEN USED BY MANY SUCCESSFUL  
RTA'S TO HELP THEM ORGANIZE THEIR TIME.

# TIME ORGANIZER

---

Name: \_\_\_\_\_ Week of: \_\_\_\_\_

**First Time  
Appointments**

**Opportunity  
Meetings**

**Travel Parties**

**RTA's**

**\$\$\$**

**Recruits  
(IMR) &  
follow-  
ups**

---

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>6:00AM</b>							
<b>7:00AM</b>							
<b>8:00AM</b>							
<b>9:00AM</b>							
<b>10:00AM</b>							
<b>11:00AM</b>							
<b>NOON</b>							
<b>1:00PM</b>							
<b>2:00PM</b>							
<b>3:00PM</b>							
<b>4:00PM</b>							
<b>5:00PM</b>							
<b>6:00PM</b>							
<b>7:00PM</b>							
<b>8:00PM</b>							
<b>9:00PM</b>							
<b>10:00PM</b>							
<b>11:00PM</b>							
<b>MIDNIGHT</b>							