### 10 Blocks of Time

<table>
<thead>
<tr>
<th>NAME: ______________________________</th>
<th>WEEK OF: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency Meeting</td>
<td>C: _______</td>
<td>A: _______</td>
<td>C: _______</td>
<td>A: _______</td>
<td>C: _______</td>
</tr>
<tr>
<td><strong>PM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call Clinic</td>
<td>C: _______</td>
<td>A: _______</td>
<td>C: _______</td>
<td>A: _______</td>
<td>C: _______</td>
</tr>
<tr>
<td>End of Day Training</td>
<td>C: _______</td>
<td>A: _______</td>
<td>C: _______</td>
<td>A: _______</td>
<td>C: _______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>_______ Confirmed PACs + _______ Follow-Ups = _______ Total Walk-Ins</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______ Appointments _______ Goal for Personal Recruits</td>
</tr>
</tbody>
</table>

C: Committed  A: Actual

**Fill in the following on the 10 Blocks of Time**

- Enrollments—day, time, city, label
- Appointments—day, time, city, label
- Follow-Ups—day, time, city, label
- # PACs—day, city, label
- Start & End times for each day
- AD/SA—Agent(s) in field training
### 4 WEEK FORECAST REPORT

#### WEEK: ____________

**AP Goal:** _______ # Employees to be sold _______ Employees Eligible _______

#### WEEK: ____________

**AP Goal:** _______ # Employees to be sold _______ Employees Eligible _______

#### WEEK: ____________

**AP Goal:** _______ # Employees to be sold _______ Employees Eligible _______

#### WEEK: ____________

**AP Goal:** _______ # Employees to be sold _______ Employees Eligible _______

### FILL IN

1. **Enrollments/Re-enrollments**
   - Name of Business
   - # Employees
   - Employee Engagement Process
   - City
   - Projected AP

2. **# Appointments, city**

3. **Prospecting Cities** — write in the projected cities to be prospected based on current areas that are being worked so that each area is being worked completely before moving on to the following city.

**Depending on the amount of projected AP based on the enrollments/Re-enrollments — adjust the current week as needed with the following:**

1. **Hot follow-ups** — prioritize the top 10 hot follow-ups that can be worked during the current week to ensure agents have an action plan for future weeks.

2. **Schedule in follow-ups on previously completed presentations that haven’t been closed**

3. **# of PACs** — increase the current weeks number of PACs to ensure the agent has enough activity to see results.