	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8
MONDAY	Organise photography & Plan Order Signboard Order Brochure Add to Stocklist Advise Solicitor	Follow up all O.H. Attendees Book local advertisements Feedback call to vendor Inspections by Appointment	Follow up all O.H. Attendees Review local advert. response Book local advertisements Feedback call to vendor Inspections by Appointment	Follow up all O.H. Attendees Review local advert. response Book local advertisements Feedback call to vendor Inspections by Appointment	Follow up all O.H. Attendees Review local advert. response Book local advertisements Feedback call to vendor Inspections by Appointment	Follow up all O.H. Attendees Review local advert. response Book local advertisements Feedback call to vendor Inspections by Appointment	Follow up all O.H. Attendees Review local advert. response Book local advertisements Feedback call to vendor Inspections by Appointment	Follow up all O.H. Attendees Review local advert. response Book local advertisements Feedback call to vendor Inspections by Appointment
TUESDAY	"Property Prompt" Emails Advert. Layout Conf. Vendors OK on Advert. Order Internet Listings Editorial Prepared	Prepare feedback letter Follow up Property Prompt Internet Enquiries Dealt with L/B 300 Brochures Inspections by Appointment	Prepare feedback letter Refresh Internet Site Internet Enquiries Dealt with Inspections by Appointment	Prepare feedback letter Internet Enquiries Dealt with Inspections by Appointment	Prepare feedback letter Internet Enquiries Dealt with Inspections by Appointment	Prepare feedback letter Internet Enquiries Dealt with Inspections by Appointment	Prepare feedback letter Internet Enquiries Dealt with Inspections by Appointment	Prepare feedback letter Internet Enquiries Dealt with Inspections by Appointment
WEDNESDAY	Check On Brochures & Sign	**OPEN HOME** Vendor Feedback Call Inspections by Appointment	**OPEN HOME** Vendor Feedback Call Inspections by Appointment	**OPEN HOME** Vendor Feedback Call Inspections by Appointment	**OPEN HOME** Vendor Feedback Call Inspections by Appointment	**OPEN HOME** Vendor Feedback Call Inspections by Appointment	**OPEN HOME** Vendor Feedback Call Inspections by Appointment	**OPEN HOME** Vendor Feedback Call Inspections by Appointment
THURSDAY	Book Herald Ad. L/B Just Listed Cards Property Prompt O.H. Inspections by Appointment	**VENDOR MEETING** Review & Book Herald Ad. L/B O/H Invites Follow up all O.H. Attendees Inspections by Appointment	**VENDOR MEETING** Review & Book Herald Ad. Follow up all O.H. Attendees Inspections by Appointment	**VENDOR MEETING** Review & Book Herald Ad. Follow up all O.H. Attendees Inspections by Appointment	**VENDOR MEETING** Review & Book Herald Ad. L/B Auction Invites Follow up all O.H. Attendees Inspections by Appointment	**VENDOR MEETING** Review & Book Herald Ad. Follow up all O.H. Attendees Inspections by Appointment	**VENDOR MEETING** Review & Book Herald Ad. Follow up all O.H. Attendees Inspections by Appointment	**VENDOR MEETING** Review & Book Herald Ad. Follow up all O.H. Attendees Inspections by Appointment
FRIDAY	Team Inspection **VENDOR REVIEW MEETING**	Reminders Re O.H. sent Inspections by Appointment	Reminders Re O.H. sent Inspections by Appointment	Reminders Re O.H. sent Inspections by Appointment	Reminders Re O.H. sent Inspections by Appointment	Reminders Re O.H. sent Inspections by Appointment	Reminders Re O.H. sent Inspections by Appointment	Reminders Re O.H. sent Inspections by Appointment
SATURDAY	**OPEN HOME** Inspections by Appointment Vendor Feedback Call	**OPEN HOME** Inspections by Appointment Vendor Feedback Call	**OPEN HOME** Inspections by Appointment Vendor Feedback Call	**OPEN HOME** Inspections by Appointment Vendor Feedback Call	**OPEN HOME** Inspections by Appointment Vendor Feedback Call	**OPEN HOME** Inspections by Appointment Vendor Feedback Call	**OPEN HOME** Inspections by Appointment Vendor Feedback Call	**OPEN HOME** Inspections by Appointment Vendor Feedback Call
SUNDAY	**OPEN HOME I/A** Inspections by Appointment	**OPEN HOME I/A** Inspections by Appointment Vendor Feedback Call	**OPEN HOME I/A** Inspections by Appointment Vendor Feedback Call	**OPEN HOME I/A** Inspections by Appointment Vendor Feedback Call	**OPEN HOME I/A** Inspections by Appointment Vendor Feedback Call	**OPEN HOME I/A** Inspections by Appointment Vendor Feedback Call	**OPEN HOME I/A** Inspections by Appointment Vendor Feedback Call	**OPEN HOME I/A** Inspections by Appointment Vendor Feedback Call