

THE GARCIA GROUP

20 GREATER PHOENIX 04
AREA

Phone: [\(602\) 796-2873](tel:(602)796-2873)
<https://www.beckygarcia.com/>

Daily Tasks - ISA

9:00-9:30am	Quick check of email to prioritize correspondence. Prioritize your day's tasks
9:30-9:45am	Daily ISA huddle
9:45-10:15am	Review and prioritize incoming leads
10:15-12pm	Notifications, calling all new, day 1-31, monthly, quarterly, and day 1-3 second call
12:00-1:00pm	Lunch
1:00-2:00pm	Notifications, calling all new, day 1-31, monthly, quarterly, and day 1-3 second call
2-3pm	Answer emails and send video messages
3-4:30pm	Shadow agent accounts for any training opportunities
4:30-5 pm	Review to do's to make sure all are complete for the day
4:45-5 pm	Daily wrap up meeting with OM