**SCHEDULE WORKSHEET**

Agreed upon day and time: i.e. Thursdays at 7pm

Agreed upon duration of calls: i.e. 30 minutes

List out all dates of calls for the next 90 days:

Make sure to alternate who will be Time Keeper for each call. *Put a star next to each date above when you will be Time Keeper.*

Add each of your calls to your calendar. **This step is crucial!**

If there is a conflict with a scheduled call, you may either:

1. Reschedule with at least 48 hours notice
2. Use email accountability for that week



**PURPOSE: Organization.** Schedule out the dates and times of your calls in advance. so there’s less likelihood of no-shows or rescheduling. long.

**WHEN TO USE:** complete once, during your very first call with your AP.