



**Task:** Email from SDC chasing pipeline report that was due in yesterday

**Time Needed:** 30 mins



**Task:** i-achieve e-learning module (that must be completed by end of the week)

**Time Needed:** 30 mins



**Task:** Attending networking event

**Time Needed:** 120 mins



**Task:** Adding prospects to MSD

**Time Needed:** 60 mins



**Task:** New business quotes

**Time Needed:** 120 mins



**Task:** Using LinkedIn

**Time Needed:** 30 mins



**Task:** Reading bulletins

**Time Needed:** 30 mins



**Task:** 1:2:1 with manager/agent

**Time Needed:** 60 mins



**Task:** Calling lapsed customers

**Time Needed:** 60 mins



**Task:** Telephones ringing (and all CSA busy or not available)

**Time Needed:** 15 mins



**Task:** Researching prospects and pipeline management

**Time Needed:** 60 mins



**Task:** Calling 'quoted not won'

**Time Needed:** 60 mins



**Task:** Calling single policy customers (upselling)

**Time Needed:** 60 mins



**Task:** Post call reports

**Time Needed:** 45 mins



**Task:** Sales planning

**Time Needed:** 60 mins



**Task:** 8 quotes needed for prospects but u/w not responding so you have to chase up

**Time Needed:** 60 mins



**Task:** £10k case (you have been nurturing for 2 years) needs quote in 5 days

**Time Needed:** 60 mins