

# Step 6

## Step 6a: Daily Guide

Here's a standard Daily Guide you need to do on the following days.

### Mondays:

- Do [Step2a](#) - [Step2b](#)
- Go to [Clients Database](#) & review all Clients that are assigned to you
- Call leads, have [PhoneOps Listings](#) open while making calls & add to the [Call In Sheet](#)
- Follow-up with your Clients to get them to pay their invoice

### Tuesdays:

- Do [Step2a](#) - [Step2b](#)
- Do follow-up calls with all Leads and current Clients
- Work with all your Clients to get the Check List cleared
- Follow-up with your Clients to get them to pay their invoice

### Wednesdays:

- Do [Step2a](#) - [Step2b](#)
- Go to [Clients Database](#) & review all Clients that are assigned to you
- Do follow-up calls with all Leads and current Clients
- Work with all your Clients to get the Check List cleared
- Follow-up with your Clients to get them to pay their invoice

### Thursdays:

- Do [Step2a](#) - [Step2b](#)
- Follow-up with your Clients to get them to pay their invoice
- Call leads, have [PhoneOps Listings](#) open while making calls & add to the Call In Sheet
- Work with all your Clients to get the Check List cleared

# Step 6a - Continues

## Fridays:

- Do [Step2a](#) - [Step2b](#)
- Follow-up with your Clients to get them to pay their invoice
- Call leads, have [PhoneOps Listings](#) open while making calls & add to the Call In Sheet

## Saturdays:

- Do [Step2a](#) - [Step2b](#)
- Call leads, have [PhoneOps Listings](#) open while making calls & add to the Call In Sheet
- Follow-up with your Clients to get them to pay their invoice
- Work with all your Clients to get the Check List cleared

## Sundays:

- Do [Step2a](#) - [Step2b](#)
- Follow-up with your Clients to get them to pay their invoice
- Call leads, have [PhoneOps Listings](#) open while making calls & add to the Call In Sheet

As you can see, you will be doing a lot of the same thing everyday you work. New Clients comes in everyday and their documents are also submitted daily so checking your e-mails everyday throughout the day is another important task to do.

**This Completes Step 6**