Weekly Task Plan

Monday:  
- Respond to client emails  
- Schedule real estate viewings  
  
Tuesday:  
- Update property listings  
- Follow up on previous inquiries  
  
Wednesday:  
- Prepare reports for listed properties  
- Organize client database  
  
Thursday:  
- Social media content scheduling  
- Coordinate with property owners  
  
Friday:  
- Weekly summary report  
- CRM update and review tasks