

# Social Distancing Daily Schedule for Loan Officers



Working from home because you want to feels very different from working from home because you have to. If you need help getting your workday back on track due to social distancing and work-from-home policies, use this sample schedule for inspiration.

## MORNING



### **7:00 AM: Rise and shine!**

Greet the day with a big yawn and a few morning stretches or exercises to wake up your mind and body.

### **7:30 AM: Get dressed.**

Yes, seriously. PJs may feel comfy, but they may also be inconvenient for last-minute video calls.

### **8:00 AM: Have breakfast.**

Or be a work-from-home hero and make breakfast for the whole family. Pancakes, anyone?

### **8:30 AM: "Go to work."**

Wherever your designated home office is (living room, kitchen, dining room) make sure it's in ship-shape for a productive day – which means you may have to shoo away kids or pets.

### **9:00 AM: Catch up on the news.**

No, not the news-news. Read up on the latest news, tips, resources and regulations surrounding mortgages and the real estate industry.

### **10:00 AM: Call with client.**

Virtually meet with loan applicants via video conference call. It's a great way to increase face time while apart and grow your client relationships.

### **10:30 AM: Snack break.**

Leftover pancakes for the win.

### **11:00 AM: Analyze and file loans.**

You may be working from home, but it's still business as usual when it comes to filing loan applications and reviewing loan agreements for completion and accuracy.

## AFTERNOON



### **12:00 PM: Take your lunch break.**

If you can take a full hour lunch break, go for it! Eat, hydrate, stretch and give your eyes a rest during this time.

### **1:00 PM: Learn something new.**

Continued professional development is key to advancing your career as a loan officer. Enroll in online courses, virtual workshops and webinars to improve your skillset.

### **2:00 PM: Reply to emails.**

Whether your borrowers have a question about the loan application process or a colleague needs help logging into the CRM, keep the lines of communication open by replying to emails in a timely manner.

### **3:00 PM: Search for new business.**

Cold-calling isn't a lost art. You can still grow your business and referral network while working from home, so keep an eye out on new business opportunities.

### **4:00 PM: Mark your calendars.**

As conferences, meetups, conventions and other industry events get cancelled or postponed, make sure you re-mark your calendar for those events you still plan to attend.

## EVENING



### **5:00 PM: The work day is over!**

Do a happy dance, sing a song, high-five your spouse, whatever you want to do to celebrate the end of the day.

### **6:00 PM: Start dinner.**

Staying in gives you the opportunity to flex those cooking skills. Don't feel like cooking? Order delivery and support a local restaurant.

### **7:00 PM: Stay in and chill out.**

Relax and put your feet up. You have a busy day tomorrow!