

PROPERTY MANAGER

IDEAL WORK WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00am -10.30am	Emails	Emails	Emails	Emails	Emails
10.30am to 12.00pm	Advertising/Leasing/ Applications	Advertising/Leasing/ Applications	Routines	Advertising/Leasing/ Applications	Advertising/Leasing/ Applications
12pm to 12.30pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12.30 - 2.00pm	Finals/Vacates/Bonds	Rent/Invoice Arrears	Finalise routine reports, enter maintenance and send to landlords	Rent/Invoice arrears	Lease assignments, lost managements
2.00pm - 3.30pm	Maintenance	Renewals	Advertising/Leasing/ Applications	Maintenance	Renewals
3.30pm – 4.30pm	Emails	Finals/Vacates/Bonds	Maintenance	Finals/Vacates/Bonds	Emails / Prep for next week
4.30pm – 5.00pm	Open Inspections	Open Inspections	Open Inspections	Open Inspections	Social Catch up/Drinks

PM weekly Tasks

Emails

Rent/Invoice Arrears

Maintenance

Advertising/Opens/Leasing

Finals/Vacates/Bonds

Routines/Scheduling/Sending Reports

Renewals

Lost Managements

Lease Assignments