# AO SYNERGY Weekly Schedule

## ***Important Note on Company Resources***

Company resources are allocated to agents based on the specific days they are working according to their monthly calendar. **There is a minimum of 40 leads per agent.**

## Timezone Quick Reference

- **MST** = Main reference time
- **EST** = MST + 2 hours
- **HST** = MST – 3/4 hours

## Zoom information

### MEETING ID: 203-902-6180

### PASSWORD: 1234

- **Zoom room open daily**: 8:00 AM EST (6:00 AM MST / 3:00 AM HST) until the last appointments (potentially until 9–10 PM HST)
- **Mon–Fri core working hours**: 12:00 PM – 9:00 PM MST-YOUR LOCAL TIME
- **Sat–Sun optional**: 8:00 AM EST – 6:00 PM local time (if agents choose to work)

## Breakout Rooms

- **Next Generation Training** - Daily Training
- **Future Partner Office** - Advance Training ( Tuesday & Wednesday )
- **Lions Den UNMUTED** - Booking room. UNMUTED.
- **Presentation Rooms** - Live presentations with screen share.

## Color Coding Legend

- 🟦 **Blue** = Main Training / Hot Seat / Full Presentation / ICM Review
- 🟫 **Brown** = Mods Class
- 🟥 **Red** = Agency Meeting
- 🟪 **Purple** = **Prime Time Sales Hours** (5:00 – 9:00 PM MST – Peak calling & appointment window)
- 🟩 **Green** = Hot Seat (standalone)
- 🟧 **Orange-Brown** = Advanced Training (PARTNER room)

- 🟧 **Orange** = Live Field Time

## Monday

| Time (MST) | Activity | Color |
|---|---|---|
| 12:00 – 12:30 PM | Kick-Off Training (to start the week) | 🟧 |
| 12:30 – 1:00 PM | Hot Seat | 🟩 |
| 1:00 – 2:00 PM | HPPro Training (may shift slightly) | 🟦 |
| ~3:00 PM – 12:00 AM | Live Field Time (starts ~1 hour after training ends) | 🟨 |
| **5:00 – 9:00 PM** | **Prime Time Sales Hours** | 🟪 |

## Tuesday

| Time (MST) | Activity | Color |
|---|---|---|
| 11:00 AM – 12:00 PM | Mods Class | 🟫 |
| 12:00 – 1:00 PM | Hot Seat | 🟩 |
| 1:00 – 2:00 PM | Advanced Training (PARTNER room) | 🟧 |
| 2:00 PM onward | EAPP Training (may shift slightly) | 🟦 |
| ~3:00 PM – 12:00 AM | Live Field Time (starts ~1 hour after training ends) | 🟨 |
| **5:00 – 9:00 PM** | **Prime Time Sales Hours** | 🟪 |

## Wednesday

| Time (MST) | Activity | Color |
|---|---|---|
| 12:00 – 1:00 PM | Hot Seat | 🟩 |
| 1:00 – 2:00 PM | Advanced Training (PARTNER room) | 🟧 |
| 2:00 PM onward | HPPro Training (may shift slightly) | 🟦 |
| ~3:00 PM – 12:00 AM | Live Field Time (starts ~1 hour after training ends) | 🟨 |
| **5:00 – 9:00 PM** | **Prime Time Sales Hours** | 🟪 |

## Thursday

| Time (MST) | Activity | Color |
|---|---|---|
| 11:00 – 11:30 AM | Mods Class | 🟫 |
| 11:30 – 12:00 PM | ICM Review | 🟦 |
| 12:00 PM | Agency Meeting | 🟥 |
| 1:00 – 2:00 PM | Hot Seat (Kick-Off at start of training) | 🟩 / 🟧 |
| 2:00 – 3:00 PM | EAPP Training (may shift slightly) | 🟦 |
| ~4:00 PM – 12:00 AM | Live Field Time (starts ~1 hour after training ends) | 🟨 |
| **5:00 – 9:00 PM** | **Prime Time Sales Hours** | 🟪 |

## Friday

| Time (MST) | Activity | Color |
|---|---|---|
| 12:00 – 2:00 PM | Full Training Presentation (may shift slightly) | 🟦 |
| ~3:00 PM – 12:00 AM | Live Field Time (starts ~1 hour after training ends) | 🟨 |
| **5:00 – 9:00 PM** | **Prime Time Sales Hours** | 🟪 |

## Saturday & Sunday (Optional)

- Flexible work hours: 8:00 AM EST – 9:00 PM local time (if agents choose)
- No scheduled trainings
- Zoom open from 8:00 AM EST
- **Prime Time Sales Hours** and Live Field Time 8am—12pm & 5-9pm(🟪 / 🟨)

## Quick Tips for the Team

- Thursday: Mods Class 11:00–11:30 AM followed immediately by ICM Review 11:30–12:00 PM.
- Advanced Training (Tuesday & Wednesday) is held in the **FUTURE PARTNER room**.
- Kick-Off sessions (Monday & Thursday) help start the training block strong.
- Training may shift slightly some days — Live Field Time starts ~1 hour after training ends in lions den unmuted zoom room.
- Push hard during **Prime Time (5–9 PM MST)** every weekday — this is your peak conversion window.
- All times shown in **MST** for consistency.

- Resources are assigned based on each agent’s monthly working days (minimum of 40 leads per agent).