

## WEEKLY STEEL ESTIMATOR SCHEDULE

Work Hours: 7:00 AM - 5:00 PM | Breaks: 15 mins at 9:30 AM & 2:30 PM | Lunch: 12:00 PM - 12:30 PM

### MONDAY - Sales Meeting & Estimating Focus

- 7:00-8:00: Sales Meeting
- 8:00-8:30: Check emails, add bid requests to Basecamp
- 8:30-9:30: Review plan sets & estimate high-priority project
- 9:30-9:45: Morning Break
- 9:45-11:30: Continue takeoffs, begin proposal
- 11:30-12:00: Proposal refinement
- 12:00-12:30: Lunch
- 12:30-2:30: Secondary project estimating
- 2:30-2:45: Afternoon Break
- 2:45-4:30: Follow-ups, calendar updates, prospecting new clients
- 4:30-5:00: Plan Tuesday's priorities

### TUESDAY - Scope Sheets, Discovery & Work on ROCKS

- 7:00-7:30: Check emails, update Basecamp
- 7:30-9:30: Finalize & send Scope Sheets
- 9:30-9:45: Morning Break
- 9:45-11:30: RFIs, confirm bid intent, discovery calls
- 11:30-12:00: Bid prep
- 12:00-12:30: Lunch
- 12:30-1:30: Work on ROCKS
- 1:30-2:30: Takeoffs or proposal work
- 2:30-2:45: Afternoon Break
- 2:45-4:30: Follow-ups, prospecting new clients

- 4:30-5:00: Plan Wednesday's priorities

#### WEDNESDAY - Level 10 Meeting & Estimating

- 7:00-8:30: Level 10 Meeting
- 8:30-9:30: Email check, Basecamp updates
- 9:30-9:45: Morning Break
- 9:45-11:30: Takeoffs & cost input
- 11:30-12:00: Proposal writing
- 12:00-12:30: Lunch
- 12:30-2:30: Estimating or RFIs
- 2:30-2:45: Afternoon Break
- 2:45-4:30: Client follow-ups, proposal revisions, prospecting new clients
- 4:30-5:00: Plan Thursday's schedule

#### THURSDAY - Bid Submission & Work on ROCKS

- 7:00-7:30: Email check, confirm bid schedule
- 7:30-9:30: Submit finalized bids
- 9:30-9:45: Morning Break
- 9:45-11:30: Post-bid follow-ups, calendar setup
- 11:30-12:00: Log feedback
- 12:00-12:30: Lunch
- 12:30-1:30: Work on ROCKS
- 1:30-2:30: Estimating on new projects
- 2:30-2:45: Afternoon Break
- 2:45-4:30: Feedback calls, proposal adjustments, prospecting new clients
- 4:30-5:00: Plan Friday's workflow

## FRIDAY - Reporting & Weekly Wrap-Up

- 7:00-7:30: Email check, Basecamp finalization
- 7:30-9:30: Final follow-ups on active bids
- 9:30-9:45: Morning Break
- 9:45-11:30: Client feedback, thank-you cards
- 11:30-12:00: Prep next week's bid focus
- 12:00-12:30: Lunch
- 12:30-2:30: Prospect new clients, research new projects
- 2:30-2:45: Afternoon Break
- 2:45-4:30: Finalize and send Estimator Weekly Scorecard
- 4:30-5:00: Plan Monday's kickoff tasks