

# Time Management For Agents



## The Time Management Jar

- 1 Big Rocks**  
Activities surrounding the main Five Circles of Life: spiritual, family, business, financial and personal.
- 2 Pebbles**  
Your real estate job description.
- 3 Sand**  
Errands and miscellaneous tasks.
- 4 Water**  
The “fires” that inevitably pop up during the day.

## How to Set Priorities in Real Estate

No matter what, your schedule must include:

- ✓ Time for outgoing calls.
- ✓ At least two hours of daily proactive prospecting.
- ✓ One regular day off.



## Referral activities in order of importance

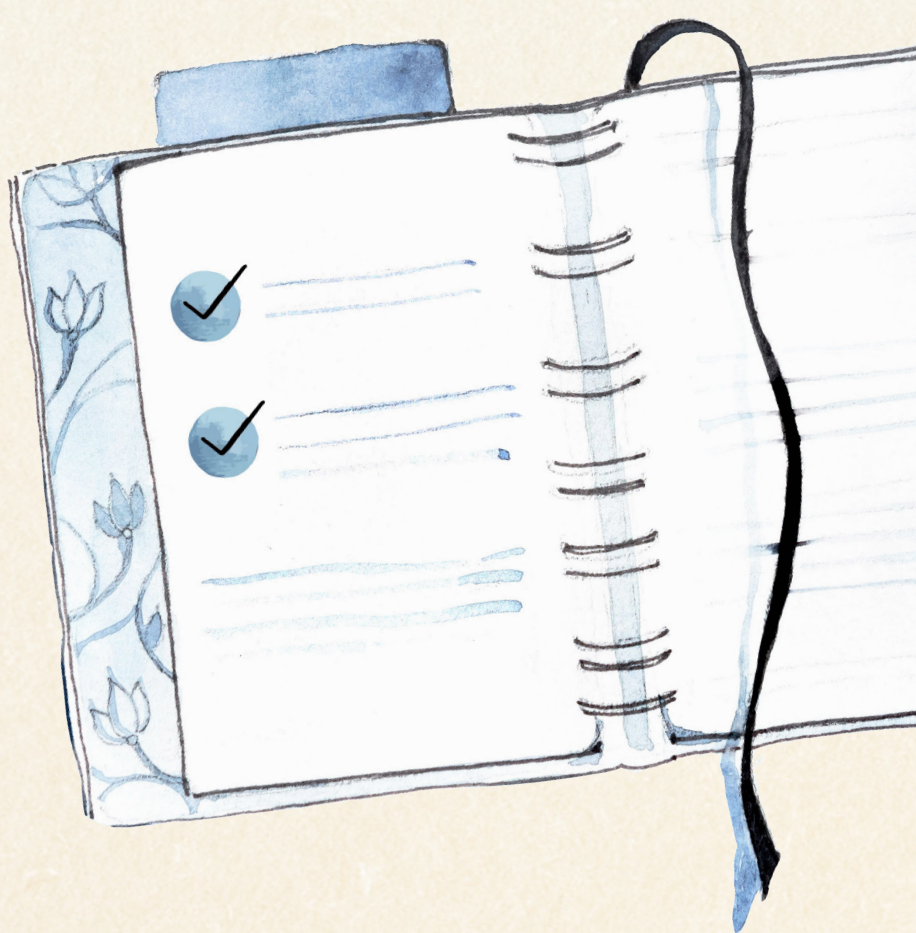
- 1**   
**Get face-to-face**  
Pop-Bys, lunch meetings, client appreciation parties
- 2**   
**Get voice-to-voice**  
Make check-in and follow up calls
- 3**   
**Follow up on monthly Items of Value**  
Get in touch and discuss the content
- 4**   
**Write personal notes**  
A quick hello, happy birthday, appreciate and acknowledge



**Drop and Do!**  
Stop working on the “water” and focus on the big rocks — your top priorities.

## Scheduling Done Right

- ✓ Plan weekly, not daily, for success
- ✓ Urgent needs should relate to long-term goals
- ✓ Daily tasks are part of a bigger picture



**Building your own schedule, but not sure where to start? Request a free business consultation**

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