

## New Real Estate Agent Guide:

# 3 Steps to Manage Your Time

In a new career, it's difficult to know what will come up throughout the day. Follow these three steps to put systems in place now so you will be set up for success when you get busy!



1

### Buy a Calendar

The first step to managing your time is to write out your responsibilities in a calendar. You may find that you're on the go all day and digital reminders work better for you or perhaps it's better to have a large wall calendar hanging in front of you as you start your morning. It's important to choose a format that will work best for you!

2

### Make a Plan and Write it Down!

**Lay Out the Year** – Start by filling in important yearly events that cannot be moved such as vacations and significant events (weddings, birthdays, anniversaries, etc.)

**Plan the Month** – Then schedule your monthly activities including any marketing mailings or networking meetings.

**Schedule the Week** – Choose your day off, time for when you will schedule client appointments and complete your lead generation activities.

**Prioritize the Day** – Block out time to complete your lead generation activities and other administrative work so you don't get distracted by phone calls and emails.

3

### Put Habits in Place

**Remind Yourself to Stick to the Schedule.** You can set reminders on your phone or write out a to do list on a piece of paper and stick it to your mirror in the morning.

**Prepare for Slip Ups.** If you don't stick to your plan don't worry! You can get back into it tomorrow.

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