

New Real Estate Agent Guide: **Scheduling Your Day for Success**

Real estate agents rarely see the same day twice. Day-to-day responsibilities may include lead generation, paperwork, market research, training and much more. It is important to implement structure in your day to avoid getting lost in the many changing variables of life as an agent. We put together a sample schedule of a day in the life as a new agent to set you up to win the day!



As a new agent, you may not have clients quite yet. Invite a community leader to coffee and pick their brain about how you can be more involved in the community.

DAILY SCHEDULE

9
AM

Create your daily to-do list.

Check your emails, look at current listings, jot down meetings or trainings you have for the day, etc.

10
AM

Grow your database.

Start making a list of everyone you know: your barber, landscaper, past colleagues, neighbors, family members, social media contacts, etc. No one is off limits!

11
AM

Call a few people from your database.

Let them know that you are pursuing a career in real estate because you never know, they may be looking for a home or know someone who is!

12
PM

Meet a seasoned agent for lunch.

Ask them questions about how they became successful in real estate. They know the market and can give you pointers on how to get started.

1
PM

Take a mental break!

You've had a busy day connecting with people in your new database, take some time for yourself.

3
PM

Write a few personal notes.

These can be for anyone in your database - if you aren't sure who to write to you can pen a thank you to the person you met with for lunch.

4
PM

Admin time!

Update your database, make notes about what you accomplished today, work on your personal website, get up-to-date on emails, plan for tomorrow, etc.

5
PM

Pop by a friend or acquaintance's house.

Tell them about your new business venture and give them your card. It's always a good idea to let people know that you are a real estate agent.

6
PM

Take time to enjoy your favorite things.

Eat a nutritious meal, spend time with loved ones, go for a walk, do whatever you need to do to set yourself up for another successful day tomorrow.

8
PM

Wind down with a book.

Find something motivational or a book that will help you learn how to build a solid business - try to read at least 10 pages per night.

Use this sample agenda to help you build your own day.

8

AM

Use this time for answering and sending emails.

9

AM

Use this time to focus on lead generating activities such as making calls and writing personal notes.

10

AM

11

AM

12

PM

1

PM

2

PM

3

PM

4

PM

5

PM

6

PM

7

PM

8

PM