



Create a Daily Schedule

Start with 3 categories:

1. **Money Making Activities** : Negotiating and acquiring contracts, going on listing appointments, giving presentations, taking salable listings and sending and receiving referrals. Generating leads for new sellers and buyers, following up with your sphere, following up with FSBOs and Expired,, meetings with people, referrals from friends, family, and in person neighborhood visits, goal setting, creating vision boards and business planning.
2. **Assistant Type Activities** : Internet marketing and contact management, social networking, qualifying buyers, qualifying sellers, showing properties, handling objections, doing administrative paperwork, returning certain phone calls, creating videos for YouTube, mailings, email follow up, items to offer, and preparing unsolicited CMAs.
3. **Life Balance Activities** : Connecting with family and friends and mentors, leisure, recreational time, personal promises, exercise, education, closing your circles, creating lists, getting organized, thinking, reading, music, art, love, religion, health, spirit and mindset.

Top Pro Coaching Assignment

COMETS	Get the Universe on your side while sharing your wealth with others.
Calls	What will you say to each group? How often and when will you call?
Offers	Which handouts do you have ready to give to those in need of your help?
Meetings	A minimum of one appt a day. What time will you go? What will you say?
Emails	Which messages will you send and how often? Yourself or outsourced?
Texts	Social media, video marketing and texts, how often and at what time?
Sends	What letters, postcards and personal notes, to whom, how often and when?

Scheduling Tips 1 - 11



1. Decide and commit to business and personal goals before you start.
2. Create daily rituals and habits by starting at a certain time every day and ending at a certain time each day.
3. Schedule all personal appointments such as Doctor's Appts together. Ask if they have any openings on _____ afternoons or _____ mornings.
4. Fill in your daily "To Do" form **to** create and record your daily activities by urgent, important, projects, and personal.
5. Utilize your time based on priority in creating wealth and living with balance.
6. Add in a few half hour flexible times into your schedule. This allows you to get caught up.
7. Make an exceptions list for office meetings, training and other weekly commitments. Stick to your weekly plan with the exceptions when needed.
8. Don't allow interruptions. Say "I'm sorry; I am on a tight schedule today."
9. Remember to schedule time off each week. This keeps you refreshed and in a healthy mind set. Schedule lunch breaks with friends or clients daily.
10. Avoid over-scheduling so that you don't get stressed and stress others out.
11. Deal with things in blocks of time. Prospect all at one time. Return calls all at one time. Go on appointments all at one time.

Scheduling Tips 12 – 20



12. Connect each day with friends, family and or mentors for mental health.
13. If you get too busy, learn to delegate. Get help from a responsible young adult, spouse, assistant, transaction coordinator, virtual assistant or online outsourced company. Spend your time doing things that only you can do.
14. Think about the components of an ideal or perfect day. Constantly ask yourself if what you are doing is moving you towards your goal or away from your intention of developing a profitable productive business.
15. Eliminate unproductive behaviors such as too much TV or unhealthy behaviors to make time for achieving the goals you have decided to complete.
16. Be sure to create a vision board of your desired achievements before you begin scheduling your time.
17. Hire an assistant or virtual assistant as soon as you can.
18. Pay special attention to weekends. When will you do open houses, spend time with family, go to houses of worship and show houses?
19. Live and work according to your schedule not other people's schedule.
20. Last, but certainly not least, take a look at your entire schedule and make sure you are scheduling things that make a life worth living.

Top Pro Coaching Assignment

Decide on Goals	Make a Vision Board	Create Your Own Schedule
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