

## Create Your Perfect Schedule and Balance Life Like a Pro!

We're thrilled to help you design a schedule that fits your life, not the other way around. Your priorities are important, and we believe you can have a balanced work-life routine that harmonizes family time, personal commitments, and professional responsibilities. Let's dive into making your week productive and enjoyable!

### Creating Your Schedule

#### 1. Identify Your Priorities

- **Personal Time:** Consider family activities, personal hobbies, and self-care.
- **Professional Goals:** Outline your work objectives and goals..
- **Flexibility:** Include buffer times for unexpected events or tasks.

#### 2. Allocate Time Blocks

Divide your day into specific time blocks dedicated to various activities and stick to it:

- **See the Example of Real Estate Agent Schedule**

#### 3. Weekly Check-In Preparation

- **Reflect:** Review the past week's accomplishments and challenges.
- **Plan:** Adjust your schedule for the upcoming week based on any new priorities or commitments.

### Sticking to the Schedule

#### Tips for Success

- **Set Reminders:** Use digital calendars or apps to remind you of your time blocks and commitments.
- **Stay Flexible:** While sticking to your schedule is important, allow some flexibility for unforeseen events.
- **Communicate Clearly:** Keep your team leader and family informed about your schedule and any changes.
- **Prioritize Self-Care:** Ensure you allocate time for rest and personal well-being to maintain a healthy work-life balance.

### **Seasonal Schedule Updates**

- **Seasons:** New Year (January), Summer (May/June), New School Year (August), Holiday (October/November)
- **Review Your Priorities:** Last week of each season, review your personal and professional priorities and make note of future adjustments.
- **Adjust Time Blocks:** Modify your schedule to accommodate changes such as kids' school activities, family vacations, or new work projects.

### **Monthly Reviews**

- **Make Adjustments:** Based on your evaluation, make necessary adjustments to better balance your work and personal life.
- **Assess Effectiveness:** Evaluate how well your current schedule is working for you.

By following these instructions, you can effectively balance your personal priorities with your professional responsibilities, ensuring a productive and fulfilling real estate work week!

# Example of Real Estate Agent Schedule

## **Monday**

- ☐ 5:00-6:00 AM: Wake Up
- ☐ 6:00-7:00 AM: Workout, Meditate, Affirmations, Journaling
- ☐ 7:00-7:15 AM: Breakfast
- ☐ 7:15-8:00 AM: Get Ready for the Day
- ☐ 8:00-9:00 AM: Prep and Review (Connect with your calendar, review daily schedule and objectives, validate plans for the day, add any last minutes to your calendar)
- ☐ 9:00-9:15 AM: Partner Role Play or Script Role Play
- ☐ 9:15 - 9:30: Buffer
- ☐ 9:30-10:00 AM: Daily Huddle
- ☐ 10:00-11:00 AM: Appointment Setting, Prospecting Calls and Tasks Complete in Lofty (Make 75 Calls, including leads from open house)
- ☐ 11:00 - 11:15: Buffer
- ☐ 11:15 AM-12:15 PM: Check Emails, Respond to Texts/Socials, Follow Up Lead Responses/Calls
- ☐ 12:15-1:00 PM: Lunch and Prep
- ☐ 1:00-4:30 PM: Appointments and Listing Presentations (If no appointments, send 5 handwritten notes/letters to past clients or SOI, and mail out 25 Seller or Buyer letters)
- ☐ 4:30-5:00 PM: Daily Wrap Up/Buffer
- ☐ 5:00-7:00 PM: Home, Dinner, and Family Time
- ☐ 7:00-9:00 PM: Personal/Family Time

## **Tuesday**

- ☐ 5:00-6:00 AM: Wake Up
- ☐ 6:00-7:00 AM: Workout, Meditate, Affirmations, Journaling
- ☐ 7:00-7:15 AM: Breakfast
- ☐ 7:15-8:00 AM: Get Ready for the Day
- ☐ 8:00-9:00 AM: Prep and Review (Connect with your calendar, review daily schedule and objectives, validate plans for the day, add any last minutes to your calendar)
- ☐ 9:00-9:15 AM: Partner Role Play or Script Role Play
- ☐ 9:15 - 9:30: Buffer
- ☐ 9:30-10:00 AM: Daily Huddle
- ☐ 10:00-11:00 AM: Appointment Setting, Prospecting Calls and Tasks Complete in Lofty (Make at least 75 Calls including Calls Around Just Listed, In Escrow and Just Solds)
- ☐ 11:00 AM-12:00 PM: Check Emails, Respond to Texts/Socials, Follow Up Lead Responses/Calls
- ☐ 12:00-1:00 PM: Lunch and Prep

- ☐ 1:00-4:30 PM: Appointments and Listing Presentations (If no appointments, send 5 handwritten notes/letters to past clients or SOI, and mail out 25 Seller or Buyer letters. If done early, call it a day.)
- ☐ 4:30-5:00 PM: Daily Wrap Up
- ☐ 5:00-7:00 PM: Home, Dinner, and Family Time
- ☐ 7:00-9:00 PM: Personal/Family Time

### **Wednesday**

- ☐ 5:00-6:00 AM: Wake Up
- ☐ 6:00-7:00 AM: Workout, Meditate, Affirmations, Journaling
- ☐ 7:00-7:15 AM: Breakfast
- ☐ 7:15-8:00 AM: Get Ready for the Day
- ☐ 8:00-9:00 AM: Prep and Review (Connect with your calendar, review daily schedule and objectives, validate plans for the day, add any last minutes to your calendar)
- ☐ 9:00-10:00 AM: CRM CLEAN UP and TASK ADDS
- ☐ 10:00-10:15 AM: Buffer
- ☐ 10:15-11:15 AM: Appointment Setting, Prospecting Calls and Tasks Complete in Lofty (Make 75 Calls including 20 Neighbors around upcoming open houses). If calls are not done, roll into follow up time next.
- ☐ 11:15 AM-12:00 PM: Check Emails, Respond to Texts/Socials, Follow Up Lead Responses/Calls
- ☐ 12:00 - 12:30: Lunch
- ☐ 12:30-1:00 PM: Open House Set Up
- ☐ 1:00-4:00 PM: Open House (Call 20 closest neighbors of Open House and/or 20 leads during visitor lulls and/or make 2 Content Videos)
- ☐ 4:30-5 Open House Break Down
- ☐ 4:30-5:00 PM: Daily Wrap Up/Buffer
- ☐ 5:00-7:00 PM: Home, Dinner, and Family Time
- ☐ 7:00-9:00 PM: Personal/Family Time

### **Thursday**

- ☐ 5:00-6:00 AM: Wake Up
- ☐ 6:00-7:00 AM: Workout, Meditate, Affirmations, Journaling
- ☐ 7:00-7:15 AM: Breakfast
- ☐ 7:15-8:00 AM: Get Ready for the Day
- ☐ 8:00-9:00 AM: Prep and Review (Connect with your calendar, review daily schedule and objectives, validate plans for the day, add any last minutes to your calendar)
- ☐ 9:00-9:30 AM: Check Emails
- ☐ 9:30-11:30 AM: In Office Hours (Content Creation, Scripting, and Contracts Practice)

- ☐ 11:30 - 11:45: Buffer
- ☐ 11:45 AM-12:30 PM: Appointment Setting, Prospecting Calls and Tasks Complete in Lofty (Make 75 Calls to the lead pond to try to connect)
- ☐ 12:30-1:30 PM: Lunch and Prep
- ☐ 1:30-2:30 PM: Check Emails, Respond to Texts, Follow Up Responses/Calls
- ☐ 2:30 - 2:45: Buffer
- ☐ 2:45-4:00 PM: Tour Homes and Share on Social Media (Follow up with any comments or likes on posts tomorrow. If you finish early, call it a day.)
- ☐ 4:00-4:30 PM: Daily Wrap Up/Buffer
- ☐ 4:30-7:00 PM: Home, Dinner, and Family Time
- ☐ 7:00-9:00 PM: Personal/Family Time

### **Friday**

- ☐ 5:00-6:00 AM: Wake Up
- ☐ 6:00-7:00 AM: Workout, Meditate, Affirmations, Journaling
- ☐ 7:00-7:15 AM: Breakfast
- ☐ 7:15-8:00 AM: Get Ready for the Day
- ☐ 8:00-9:00 AM: Prep and Review (Connect with your calendar, review daily schedule and objectives, validate plans for the day, add any last minutes to your calendar)
- ☐ 9:00-9:15 AM: Daily Role Play
- ☐ 9:15-9:30 AM: Buffer
- ☐ 9:30-11:00 AM: Appointment Setting, Prospecting Calls and Tasks Complete in Lofty (Make 75 Calls including hottest leads in lofty)
- ☐ 11:00 AM-12:00 PM: Check Emails, Respond to Texts, Follow Up Responses/Calls
- ☐ 12:30-1:30 PM: Lunch and Prep
- ☐ 1:30-3:30 PM: Door-knocking Neighborhood before Open House (For Sure 20 Across, 10 to the right, 10 to the left, if available do at least 80+ doors)
- ☐ 3:30-4:00 PM: Daily Wrap Up/Buffer
- ☐ 4:00-6:00 PM: Time Blocked for SOI Meet Up (If no SOI meet up, reach out to 3-5 potential future to schedule meetups and then call it a day)
- ☐ 6:00-8:00 PM: Home, Dinner, and Family Time
- ☐ 8:00-9:00 PM: Personal/Family Time

### **Saturday OR Sunday:**

- ☐ Minimum 3-Hour Open House
- ☐ 3-Hours Blocked Out for Showings - If No Showings, Meet Up with SOI or Take the Time Off
- ☐ 1 Hour Follow-up Videos to Open House Attendees through the Week
- ☐ 1 Full Day of Rest

WEEKLY TIME BLOCKING SCHEDULE

WEEK OF .....

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5 AM							
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
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