

DAILY SCHEDULE FOR REALTORS

8-8:30AM LEAD GENERATION PREP

Prepare contacts, scripts and materials; role-play with all distractions eliminated.



11-12PM BUSINESS SERVICING

Respond to emails, texts and calls. Also service listings, buyers and pending transactions.



1-2PM LEAD CONVERSION

Follow up with potential listing and buyer leads that have already been generated and convert to appointments.



3-6PM LISTING APPOINTMENTS & SHOWING PROPERTY

All listing appointments and property showings should be scheduled during this time to allow lead generation and business servicing activities to be conducted prior.



8:30-11AM LEAD GENERATION



Center of Influence (COI), Geographic Farms, Expired Listings, For Sale By Owners (FSBO), Just Listed/Just Solds or other business generation activities

12-1PM LUNCH



Take a break from work and eat with a friend, spouse or co-worker.

2-3PM BUSINESS SERVICING



Respond to emails, texts and calls. Also service listings, buyers and pending transactions.

6PM+ PERSONAL/FAMILY TIME



Unplug by 6:30pm each night. Go home early if listing and showing appointments are completed before 6pm.