

Time Management & Daily Schedule

Slide 1 – Title

Time Management & Daily Schedule

Build Better Habits. Close More Deals. Create More Freedom.

Slide 2 – Why Time Management Matters

- Your schedule determines your income.
- Consistency beats working longer hours.
- Top producers protect their calendar.
- Every distraction has a financial cost.
- A planned day reduces stress and increases confidence.



Pro Tip:

Treat your calendar like an appointment with your future paycheck.

Slide 3 – The Ideal Daily Schedule

- Start each day with a written plan.
- Lead generation should always come first.
- Schedule appointments during peak client hours.
- Reserve time for paperwork and follow-up.
- End each day by preparing for tomorrow.



Pro Tip:

Plan tomorrow before leaving today. You'll start every morning with momentum.

Slide 4 – Time Blocking

- Block specific times for important tasks.
- Avoid multitasking whenever possible.
- Turn off notifications during focused work.

- Group similar tasks together.
- Schedule buffer time between appointments.

 Pro Tip:

Protect your lead generation block like it's your most important listing appointment—because it is.

Slide 5 – Daily Income-Producing Activities

- Prospect for new business every day.
- Follow up with existing leads.
- Contact your Sphere of Influence.
- Schedule appointments consistently.
- Ask for referrals after every closing.

 Pro Tip:

Complete your income-producing activities before checking email or social media.

Slide 6 – Eliminating Time Wasters

- Limit unnecessary social media browsing.
- Don't check email constantly.
- Delegate administrative tasks when possible.
- Avoid perfectionism.
- Learn to politely say "no" to distractions.

 Pro Tip:

If an activity won't help you earn money or serve a client, question whether it deserves your time.

Slide 7 – Technology That Saves Time

- Use your CRM to automate follow-up.
- Schedule social media posts in advance.
- Sync your calendar across all devices.
- Use AI to write emails, texts, and marketing.
- Create templates for frequently used documents.

**Pro Tip:**

Automation doesn't replace relationships—it gives you more time to build them.

Slide 8 – Action Plan & Success Habits

- Create tomorrow's schedule every evening.
- Time-block your entire workday.
- Complete your lead generation first.
- Review your goals weekly.
- Stay consistent for 90 days.

**Pro Tip:**

You don't need a perfect schedule—you need a schedule you'll actually follow every day.

Closing Quote

"You don't manage time—you manage your priorities. The agents who consistently control their schedule consistently control their income."