

## Calendar and Scheduling Tools

### Slide 1: Title Slide

#### Calendar and Scheduling Tools

*Mastering Time Management for Real Estate Success*

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**Pro Tip:** Your calendar is not just a schedule—it is your business plan in action.

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### Slide 2: Why Calendar Management Matters

- Reduces missed appointments and deadlines
- Creates consistency in daily activities
- Improves client communication
- Helps balance personal and professional commitments
- Increases productivity and profitability

**Pro Tip:** Top-producing agents schedule lead generation first and everything else around it.

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### Slide 3: Choosing the Right Calendar System

- Google Calendar for flexibility and sharing
- Outlook Calendar for Microsoft users
- Apple Calendar for iPhone and Mac users
- CRM-integrated calendars for automation
- Use one primary calendar to avoid conflicts

**Pro Tip:** Avoid managing multiple calendars separately—sync everything into one master calendar.

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### Slide 4: Time Blocking for Success

- Block lead generation time daily
- Schedule appointment windows
- Reserve time for follow-up activities
- Create personal and family time blocks
- Include buffer time between appointments

**Pro Tip:** Protect your lead generation time as if it were your most important client meeting.

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### Slide 5: Scheduling Client Appointments

- Offer multiple appointment options
- Confirm appointments automatically
- Use scheduling links for convenience
- Send reminders before meetings
- Follow up after appointments

**Pro Tip:** Online scheduling tools can eliminate hours of back-and-forth communication every month.

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### **Slide 6: Best Scheduling Tools for Realtors**

- Calendly for appointment booking
- Google Appointment Scheduler
- Microsoft Bookings
- HubSpot Meeting Scheduler
- BoldTrail integrated scheduling tools

**Pro Tip:** Add your scheduling link to email signatures, social media profiles, and text messages.

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### **Slide 7: Managing Real Estate Deadlines**

- Track inspection deadlines
- Monitor financing contingencies
- Schedule appraisal timelines
- Set closing preparation reminders
- Use recurring reminders for critical tasks

**Pro Tip:** Set reminders 48 hours before every important deadline to avoid surprises.

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### **Slide 8: Building a Winning Weekly Schedule**

- Plan the entire week every Sunday
- Prioritize income-producing activities
- Schedule prospecting every day
- Review goals and progress weekly
- Adjust calendar based on results

**Pro Tip:** If it is not on your calendar, it probably will not get done. Schedule your priorities before your distractions.