

Sample Daily Schedule- Experienced Agent (Change to fit your needs)

	Monday	Tuesday	Wednesday	Thursday	Friday
6:45 -7:15a m	Motivation and Script Practice with Company				Off
9:15 -9:45a m	Team Meeting	Script Practice with Company		Live Training with Company	Off
10am	Daily to do, Business Building, Misc Tasks				
11am					
12pm					
1pm	Lunch				
2pm - 8pm	Afternoon and Evenings should be left open for appointments and additional prospecting. Its extremely difficult to time block your afternoons so we don't recommend you try.				

Rules:

Try to establish a morning routine that makes up your pre 9am day (ie fitness, journal, meditation, affirmation, 3 mvps, day planning, mantra, goals review, gratitude)

1. Your non negotiables must happen before lunch or they will rarely happen
2. After lunch should be appointments, prospecting and/or appointment setting & appointment preparation
3. As much as possible avoid office gossip, the news, social media apps and checking your email inbox. Remember your email inbox is somebody else's TO DO list not yours.
4. Try to establish a nightly routine to ensure a great night sleep (ie cup of tea, 30 minutes of reading, meditation, go to bed at the same time each night, gratitude)
5. If you miss a day it's ok, just don't make it a habit of altering your daily schedule

Skill Development	Daily's, Business Building, Misc Tasks	ProspectingCalls/MassEmail/MassText
Role Playing/Scripts	Closing Documents	Past Clients
Tom Ferry Show	Check in with TC	Sphere of Influence
Breakthrough By Design	Handle Current Deals	Buyer Activity Stream
Real Success Bill Pipes	Search homes for clients	Current Clients
What you say Matters	Order signs, business cards, etc	Active leads
Listing Present. Review	Design and order post cards, mailers	Circle Dial Renters
Documents Review	Solicit Zillow reviews	Circle Dial New Listings
Learn a new tool	Social Media – Post, Shares, Comments	Circle Dial New UAG's
IE Bomb Bomb	Build squeeze Pages	Networking Group
Objection Handling	Enter leads to CRM/database	FSBO/Expireds

***If you follow the sample daily schedule you will accomplish the following:**

Skill Development 150 Hours a year, or 4 full weeks of bettering yourself

Prospect - 200 Hours, or 5 Full work weeks of pumping life and oxygen into your business

Database – 50 Hours a year, or over 1 full work week of organizing and maintaining the easiest segment of your business