

## **New Agent Time Management**

Growth: Books, Webinars, You Tube Videos, Podcasts, and Audio Files: Read, Watch, or Listen to Gain More Knowledge & Improve Skills

Skills: What do you think you need help with? Lead Generation, Lead Conversion, Role Playing & Practice, Contracts, Systems

Mindset: Focusing on goals every day, Reading or listening to stuff that's inspirational and motivational, Building confidence through skill building

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### Weekly Planning and Activities:

- Workshops/ Meetings (3 hours a week)
- Lead Follow Up (5 hours a week)
- Escrow Follow Up (8 hours a week)
- Client Appointments (10 hours a week)
- Knowing Inventory and Prep Work (5 hours a week)
- Lead Generation (10 hours a week or the rest of the hours not used for escrows/appoints)
- Skill Building (5 hours a week)
- Mind Set/Goals & Focus Time (3 hours a week)
- Tracking Results (1 hour a week)

-50 hours a week-

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### Skill Building Activities:

- Read the Contract and Listing Agreement Once a Week for 10 Weeks, Then Once a Month
  - Understand the Listing Marketing That Your Company Offers or Create Yours
  - Learn to Search Like a Pro on the MLS and Review the Hot-sheet Every Day
  - Learn to Use Your CRM like a Pro and Practice Emailing, Texting, etc
  - Learn to be Proficient with Online Forms and E-Signature Programs
  - Be Proficient with Using Your Lockbox Key (or App) to Show Houses
  - Practice Your Scripts for New Leads and Get Comfortable with the Calls You'll Make
  - Learn to Successfully Host Open Houses
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- A. Don't forget to take time for personal time (family, friends, time to think, etc) and for your diet and exercise needs too.
- B. Prioritize each day to get the most important things done first.
- C. Remember this is a non-structured business that will require flexibility. If you get off track, that's ok, just get back on track as quickly as possible and keep moving forward.