



Time Management

1. Have ONE system for your business and personal life. Use one that syncs to your smart phone & computer... and print it so you can give it to your family or staff. It's accountability to tell others what you are doing with your time... Real Estate sales are not a 9-5 job at a factory. You are constantly "clocking in and out" and must be able to seamlessly weave your job and life into one 168-hour week. Color-coding will help you strike the balance you want visually.
2. Have a regular time in your schedule for planning. This will include looking at and revising your schedule as needed, as well as other strategic planning.
3. Schedule everything you want to get done. If it's not on the schedule, it shouldn't be done. If you find you need to do something, put it on the schedule.
4. Leave holes in the schedule to move things around and fill in the items we're talking about on #3. If you're just starting, shoot for booking 50% of your time. As you master working on those items, change it to 60% and then 70%. Never book more than 80% of your time. You need the holes.
5. Be sure to book self-care. Exercise, Dr. apt, annual checkups (you can always move them), massage, haircuts, mediation, etc. By putting these in your calendar, you don't get resentful about working with NO time for you.
6. Be sure to book family time too. Date nights, time with kids/grandkids, vacations.
7. Be sure to book MEALS and BREAKS. You know what happens if you don't.
8. If you're calendar/schedule isn't working. **Change it to something that will work.** If you simply can't get in by 8am, then don't schedule yourself at that time. It's a lie and makes you feel bad when you don't do it. It's YOUR calendar. The goal is to make it work for YOU, while telling the truth.
9. Follow the DO IT – MOVE IT – or DELETE IT rule. **Your calendar should be a vision of the future... and an accurate history of the past.** This is critical in looking, seeing, and telling the truth. Only then can you take authentic action to improve your time management. Here's what that means:

DO IT – If it's on the calendar and you do it. Great. That's the goal 😊

MOVE IT – If it's on the calendar and the time doesn't work, but you still want to get it done... MOVE IT to another place on the schedule. AND, replace it with what you DID do during that time.

DELETE IT - If it's on the calendar and you don't want to do it, then DELETE IT. AND, again... replace it with what you actually did.

If you follow these suggestions and rules, you will have a calendar that works for you and is constant change, while still being effective and honest.