

# THE TOP PRODUCING REALTOR'S DAILY SCHEDULE

TheRealEstateTrainer.com

11:00 AM - NOON

## Business Servicing

Return emails, texts & calls received during lead generation time. Also service listings, buyers & pending transactions.



1:00 PM - 2:00 PM

## Lead Conversion

Follow up with potential listing & buyer leads that have already been generated and convert to appointments.



3:00 PM - 6:00 PM ?

## Listing Appointments & Showing Property

All listing appointments & property showings should be scheduled during this time to allow lead generation & business servicing activities to be conducted prior.



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8:00 AM - 8:30AM

## Lead Generation Prep

Contacts, scripts & materials ready. Role-play conducted. Distractions eliminated.

8:30 AM - 11:00 AM

## Lead Generation

Contacts made to Center of Influence (COI), Geographic Farms, Expired Listings, For Sale By Owners (FSBO), Just Listed/Just Sold or other business generation activities.



NOON - 1:00 PM

## Lunch

This is your time so take a break from work & eat with a friend, spouse or co-worker.



2:00 - 3:00 PM

## Business Servicing

Return emails, texts & calls received during lead conversion time. Also service listings, buyers & pending transactions.



6:00 - SLEEP

## Personal/Family Time

Phone is shut down no later than 6:30 pm each night. If listing & showing appointments are completed prior to 6:00 pm, then get home early.

