

# TIPS FOR TIME MANAGEMENT

## USE A DIARY & E-CALENDER



Do: Block out slabs of time for cold calling, inspections and meeting.

Don't: Let the week control you.  
Cross your path and go to the same place twice in one day.

## Use Contact hours for clients



Send emails, do paperwork and advertising outside of business hours

## TAKE BREAKS



Walk around - shake it off, drink loads of water

## DON'T CROSS YOUR OWN PATH

Block out time in your diary for property inspections and try to stick to those time slots.



## SET GOALS

Use a white board to manage you deals and a Vision Board to keep you focussed on your goals.



## CARRY A NOTE PAD



Everywhere you go.

No exception

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## DELEGATE

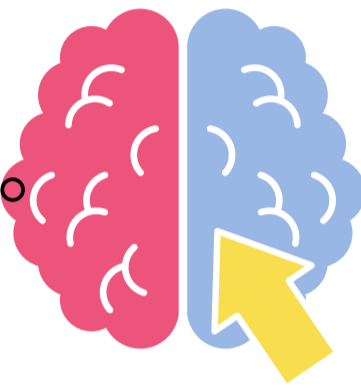


Don't do things other people can do for you. Get out of your own way.

Use services such a food delivery, cleaner, gardener what ever.

## Don't Multi-task

Focus on the job at hand, don't try and do two things at once.  
It will make you incompetent.



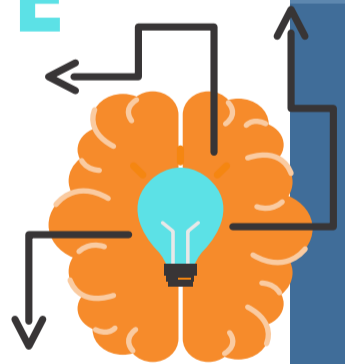
## USE TRAVEL TIME TO EDUCATE YOURSELF

Listen to Podcasts or sales Course  
In your car.

## DON'T PROCRASTINATE

**Find out your triggers and address them.**

Turn off your notification  
Stop checking your emails.



## MAKE TIME FOR YOU FAMILY & FRIENDS

**This is why we work so hard.  
Have some fun.**