



Real Estate Success Tip # 9: “Own Your Schedule To Be More Proactive”

In this Tip we will talk about how to be more proactive, get more done in the time that you have, and be much more proactive!

I hear it daily, “I am really struggling with my Time Management... there just does not seem to be enough hours in the day to get everything done...”

Here is the reality; Time management does not exist. You can't manage time. You can't control the fact there are 24 hours in a day, or 168 hours in a week. BUT, what you can control, is your “Choice Management”, AKA how you choose to use your time!

Here Are Some Quick & Effective Tips:

#1: Wake up one hour earlier than you have to. Spend that hour planning out your day. What are you going to do? When you are going to do it? Etc.

#2: Before you end each day, spend a few minutes reflecting on everything you did, and see what you did that was not necessary. Then, the things that were necessary, reflect and see if there is anything you could have done to be a little more effective and efficient with your time.



#3: Utilize a Calendar, and make sure everything gets on your Calendar. Google Calendar is FREE.

#4: Create a Daily "To Do List". During your morning planning, make a "To Do List" of all the important things you need to get done that day. You can do it on a piece of paper, or there are a lot of great free online apps you can use, like Wunderlist.

#5: Once you have created your "Daily To Do List" ask yourself, "What are the Top 3 Most Important Items On This List That Would Have The Biggest Impact On My Overall Business?". Make sure those get done as early in the day as you possibly can. Not saying to neglect the others, but this way you will ensure the most important items get completed.

I know by doing the above tips you are essentially adding more to your plate. However, it is extremely rare to meet anyone who takes the time to plan and reflect on their day who has a time management issue. I can assure you, if you start to apply these tips, they quickly become a massive "Game Changer"!