



60 Time Management Tips

1. The goal is to touch, write, say and do everything just once, if possible
2. The three D's – DO IT, DELEGATE IT or DROP IT
3. Make everything an appointment
4. Have a clearly defined business plan (vision /objections / strategies)
 - Review and revise your plan quarterly
5. Create a time map, work from a schedule
6. Schedule your time off
7. Call your sellers on a set day of the week or month
8. Stand up when finished with business
9. Have one list, not several
10. Set up these file boxes: *To Do Today, To Do This Week, To File, To Read, To Copy*
11. Let people read reports, memos on their own time, not yours
12. Be willing to ask for help
13. Practice saying “**No**” regularly. Set your boundaries!
14. Do not allow interruptions when you have something that demands your attention
15. In your idle time, write personal notes
16. Prioritize phone calls
17. Hold all calls for 30 minute blocks to get things done
18. Throw away things that are not absolutely necessary
19. Use a separate credit card for business
20. Handle each correspondence once
21. Have others do detail work and errands
22. Minimize personal calls at work
23. Mail items or FAX them. Don't deliver
24. Have a city map with index in your car (Thomas Bros.)
25. Use a personal computer
26. Use a cellular phone



27. Have a follow up system in place
28. Catalogue business cards by profession
29. Do “think” items at your “smart” time
30. Check off items to be completed
31. Breakfast and or Lunch meetings
32. Wake up 15 minutes earlier, that’s over an extra hour per week
33. Delegate and trust others
34. Learn to say “NO”
35. Leave time for the unexpected
36. Complete most difficult tasks first
37. Constantly weed out prospects
38. What is the best use of your time? NOW!
39. Write reminder notes
40. Finish one task first
41. Recap at the end of the day
42. Use a hand-held micro cassette recorder for thoughts
43. Cut people off who waste your time
44. Keep your appointment book open on your desk
45. Write down what time to leave for appointments
46. Go to lunch at 11:30 A.M. or 1:00 P.M.
47. Leave a message if the person you are calling is not in
48. If you must talk to the person, leave a time frame to return your call
49. You end the phone call
50. Write things down in the same place always
51. Leave your house at the same time daily
52. Work REALLY hard for 30 to 60 minutes at a time
53. Put a STOP sign on your desk when you want no interruptions
54. Keep your appointment book with you or near by
55. Take one day off per week
56. Subscribe to services that can do what you do



57. Say to yourself daily, “I am more organized than ever before and I get so much done every day.”
58. Real Estate is your profession – not your life!
59. Hire a HOUSE CLEANER!
60. Check your attitude daily

How do you know when it’s working?

- You go to and from work without rushing and speeding
- You leave work on time (Whatever that means to you)
- You sleep well and find time for exercise
- You feel your accomplishments