Real Estate Daily Routine

General Outline for Most Weekdays

6:30 AM - 7:00 AM: MARVEL Routine

7:30 AM - 8:00 AM: Early Morning Market Analysis
Start your day by analyzing current real estate market trends. Look for new listings, closed sales, and any significant news that could impact your business.

8:00 AM - 8:30 AM: Morning Preparation
Check your emails, return any urgent calls, and review your schedule for the day.

8:30 AM - 10:00 AM: Prospecting Calls, Emails, and Texts.
Make cold calls to potential clients. This could include people who are looking to buy or sell a property. Send out emails/texts to potential clients. This could include people who have shown interest in your services in the past or new leads generated from your website or social media platforms.

10:00 AM - 10:30 AM: Networking
Spend this time reaching out to other real estate agents, brokers, or professionals in related fields. Building relationships can lead to referrals and partnerships.

10:30 AM - 11:00 AM: LCM (Like, Comment, Message)
Social Media Time. Take this opportunity to connect with people on social media and message them. Make them feel special and show them that you care.

11:00 AM - 12 PM: Property Showings
Show properties to potential buyers. This could be in person or virtually.

12:00 PM - 1 PM: Lunch
Take a break to eat and recharge.

1:00 PM - 1:30 PM: Administrative tasks

Take care of any paperwork, contracts, or other administrative tasks that need to be completed.

1:30 PM - 2:00 PM: Client Calls/Quick Followup
Talk with current clients to discuss their needs and provide updates on their current deals. Spend time on social media platforms or online real estate platforms to connect with potential clients and increase your online presence.

2:00 PM - 3 PM: Personal Development
Take some time to learn. This could include reading up on industry news, attending webinars or training sessions, or working on your sales skills.

3:00 PM - 4:00 PM: Tie Up Loose Ends/Break Time
Review the day's activities, follow up on any outstanding items, and return phone calls and emails.

4:00 PM - 6:00 PM: Showing Property to Clients or Follow Up.
Use this time to follow up with your database of clients and leads or Show properties to potential buyers

6:00 PM: End of Day
Wrap up any outstanding tasks and prepare for the next day.

6:30 PM: PREPARE Routine.

Again, remember to adjust this schedule to best fit your needs and working style.