



Discussion Topics

- Use this [Brief Guide to Time Management](#) to introduce the importance of time management and simple ways to manage time efficiently.
- Brainstorm how to avoid [12 Time Management Mistakes that Set You Up for Failure](#).
- Review [Realtors: It's 2021, Why Are You Still Working 70 Hours a Week \(theclose.com\)](#). Discuss the tips for being "a lean, mean, selling machine that still has time to take the dog for epic walks."
- Discuss these [3 Time Management Strategies Real Estate Pros Use to Get Ahead](#).

Guest Speakers

Tap into your network! Think of professions that demand good time management and who you know that does it well. Reach out and ask if they would share their systems and/or best practices.

Professions to explore:

- Local Entrepreneur / Small Business Owner
- Professor / Teacher
- Top Real Estate Producer
- Office / Team Manager
- General Contractor
- Board of REALTORS Speaker
- Chamber of Commerce Speaker

Guest speaker topic ideas:

- Work/Life Balance
- Workflow Mastery (tasks, email, social media, appointments, etc.)
- Time Blocking
- Avoiding Time Sucks
- High-Efficiency Habits
- Saying "No" and Setting Boundaries
- Prioritizing and Delegating Tasks

Videos to Share

- [Making Time Management Work for You: Crash Course](#) (11 mins)
- [Timeboxing: Elon Musk's Time Management Method](#) (11 mins)
- [Time Management Tips \(That Actually Work\)](#) (13 mins)
- [Time Management & Organization – Tom Ferry](#) (12 mins)
- [Dwight Time Thief – The Office](#) (funny, 3 mins)
- [Rocks, Pebbles, and Sand: Prioritizing Your Life](#) (2 mins)

Activities (15 minute)

- Use the [Eisenhower Method Worksheet](#) to have agents sort their tasks by urgency/importance and prioritize their day.
- Clear goals help prioritize time. The [Monthly Goals Activity](#) complements upcoming 4th quarter classes and workshops, which dive deep into creating a goal setting plan.

Workshop (1 hour)

Agents team up during the [Work Smarter, Not Harder Workshop](#) to develop a usable checklist for post-closing client retention.

Next Month : Technology

In August, we complement your agents' time management plans by diving into tech tools that improve efficiency and offer a competitive edge.