



Successful Realtors® Schedule

This sample schedule is an example of what top real estate agents across the country's schedules look like on a weekly basis. Successful agents model their schedule after this schedule and follow it on a daily basis

Tips for Success:

- Spend a minimum of 3 hours on the phone and face to face speaking with prospects
- Never use the 3 hours for postcards or other administrative duties
- Continue to prospect until you have spoken to the number of people per your business plan

Schedule for Success

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:30AM	Promote Listing on Social Media	Promote Listing on Social Media	Promote Listing on Social Media	Promote Listing on Social Media	Promote Listing on Social Media	Promote Listing on Social Media	Promote Listing on Social Media
8:35AM		Place 3-5 Craigslist & Backpage Ads	Place 3-5 Craigslist & Backpage Ads	Place 3-5 Craigslist & Backpage Ads	Place 3-5 Craigslist & Backpage Ads	Place 3-5 Craigslist & Backpage Ads	
8:45AM		Script Practice	Script Practice	Script Practice	Script Practice	Script Practice	
9:00AM		Call Expired Listings	Call Expired Listings	Call Expired Listings	Call Expired Listings	Call Expired Listings	Call Expired Listings
9:30AM		Call FSBO's	Call FSBO's	Call FSBO's	Call FSBO's	Call FSBO's	Call Expired Listings
10:00AM		Nice to Meet You Follow Up Call	Nice to Meet You Follow Up Call	Nice to Meet You Follow Up Call	Nice to Meet You Follow Up Call	Nice to Meet You Follow Up Call	Buyers Appointment
10:15AM		Just Listed Just Sold Calls	Just Listed Just Sold Calls	Just Listed Just Sold Calls	Just Listed Just Sold Calls	Just Listed Just Sold Calls	
10:45AM		Call 5 Sphere of Influence Contacts	Call 5 Sphere of Influence Contacts	Call 5 Sphere of Influence Contacts	Call 5 Sphere of Influence Contacts	Call 5 Sphere of Influence Contacts	
11:15AM		Call High Turnover Area	Free Market Analysis Calls	Call FRBO's	Call High Turnover Area	Call FRBO's	
11:45AM		Call Orphans	Call Builders	Community Outreach	Free Market Analysis Calls	Call Builders	
12:00PM		Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	
1:00PM		Mail Postcards	Mail Postcards	Mail Postcards	Mail Postcards	Mail Postcards	
2:00PM		Admin Tasks	Admin Tasks	Admin Tasks	Admin Tasks	Admin Tasks	
3:00PM		Community Outreach	Visit Expired Listing Homes	Visit Local Businesses	Visit Expired Listing Homes	Visit Local Businesses	
4:00PM		Call Expired Listings	Call Expired Listings	Call Expired Listings	Call Expired Listings	Call Expired Listings	
4:30PM		Call Back Prospects Missed in AM	Call Back Prospects Missed in AM	Call Back Prospects Missed in AM	Call Back Prospects Missed in AM	Call Back Prospects Missed in AM	
5:00PM		Visit Expired Listing Homes	Listing Appointment	Visit Expired Listing Homes	Listing Appointment	Visit Expired Listing Homes	
6:00PM							