

13 Top Time Management Tips

1. Do not leave the office until you have the following day's appointments scheduled. This should include 2 inspection appointments and 2 listing related appointments.
2. Arrive early and confirm your day's appointments each morning to avoid wasting time
3. Do any paperwork between 8.00am and 9.00am to avoid interruptions. You will get 12 letters done in 1 hour as opposed to struggling to do 6 or so during the main activity time of the day.
4. Group all appointments so that you are OUT OF THE OFFICE or IN THE OFFICE in LARGE BLOCKS OF TIME! "Time Chunking"
5. Put all hot prospects details in your phone under "X" in your contacts for ready reference. Do not have them stored in your CRM!
6. Write and return Emails in chunks. Do not respond as they come in as you will be distracted from the task at hand. Every email requires an action and that might not be the "right action" for you presently.
7. Return all calls in batches – new calls will keep coming all day unless you find a way to control their flow. Every call requires an action and that might not be the "right action" for you at that time of your day.
8. Use your smart phone as a recording device in important meetings and a photocopier to record key tasks listed on whiteboards etc.
9. Focus on Dollar Productive activities and delegate the rest to your assistant. If you don't have a PA, you ARE A PA!
10. LEARN TO SAY NO TO 20% of the requests made of you and do the 80% SUPERBLY.
11. Keep your projects in motion – ACTION IT; DELEGATE IT OR BIN IT!
12. BE DECISIVE. Never leave the scene of a decision without taking ACTION. Make your decision and move on!
13. KEEP ASKING: *"Is this the best use of my time right now?"*.