

Buyer's Agent Team Coaching™

Session 7

Mastering Sales Time Management



To your Achievement of Excellence in Life

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OBJECTIVES

During this session you will:

- Identify the four primary problems of time management.
- Write a time management plan to back up your Buyer's Agent activities.

FOUR PRIMARY PROBLEMS OF TIME MANAGEMENT

- 1st primary problem: The thought of schedules

- 2nd primary problem: Too much to do – too little time

- 3rd primary problem: Constant pressure is applied to waste time

- 4th primary problem: We attack the time management problem out of order

DAILY PRIORITIES

Some of the element of success is doing the proper things in the right order. The most successful people select and complete the highest priority tasks first. Champion Performers have developed a plan or a system to identify and categorize the activities that must get done.

Our DAILY PRIORITIES form will help you maximize the time that you invest at work.

The form creates five key priority areas. You first list all the activities that need to be done. Just go for it and create the whole list.

Then you assign each activity on the list a category based on A, B, C, D or E.

A activity is something that has a serious consequence if you don't complete it today.

B activity is something that has a mild consequence if you don't complete it today.

C activity has essential no consequence to it if it is not completed.

D activity can be delegated to another person on your team or an affiliate.

E activity should be eliminated because it is unnecessary.

Then list your activities in order of their priority based on the category you assigned..

DAILY PRIORITIES

Priorities	Category	Activities
A-1		1.
A-2		2.
A-3		3.
A-4		4.
A-5		5.
		6.
B-1		7.
B-2		8.
B-3		9.
B-4		10.
B-5		11.
		12.
C-1		13.
C-2		14.
C-3		15.
C-4		16.
C-5		17.
		18.
D-1		19.
D-2		20.
D-3		21.
D-4		22.
D-5		23.
		24.
E-1		25.
E-2		
E-3		
E-4		
E-5		

BUYER'S AGENT LEAD FOLLOW-UP DAILY ACTION FORM

Name: _____ Phone: _____
Action Needed: _____ Deadline: _____
Notes: _____

Name: _____ Phone: _____
Action Needed: _____ Deadline: _____
Notes: _____

Name: _____ Phone: _____
Action Needed: _____ Deadline: _____
Notes: _____

Name: _____ Phone: _____
Action Needed: _____ Deadline: _____
Notes: _____

Name: _____ Phone: _____
Action Needed: _____ Deadline: _____
Notes: _____

Name: _____ Phone: _____
Action Needed: _____ Deadline: _____
Notes: _____

Name: _____ Phone: _____
Action Needed: _____ Deadline: _____
Notes: _____

Name: _____ Phone: _____
Action Needed: _____ Deadline: _____
Notes: _____

Name: _____ Phone: _____
Action Needed: _____ Deadline: _____
Notes: _____

BUYER'S AGENT LEAD FOLLOW-UP CALL REVIEW

Date of call: _____ Time of call: _____
Contact called: _____

What did I like about the call? _____

What would I have done differently? _____

What information do I need on the next call? _____

What questions should I ask? _____

What is my objective for the next follow up call? _____

Do I need to change my opening statement? _____

SECRETS OF TIME BLOCKING

Big Rocks first

- **Scheduling your personal activities:**
Schedule regular activities you participate in or are committed to.

- **Factoring in your sales oriented activities:**
 - How long is your typical Buyer Interview in your office?
 - How long do you generally show property to prospects and clients?

- **Scheduling administrative activities:**
Administrative time

- **Scheduling planning activities:**
Accounting for weekly self-evaluation and planning time

- **Scheduling flex activities:**
Building in flex time

BUYER'S AGENT TIME BLOCKING SCHEDULE EXAMPLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:30							
7:00							
7:30							
8:00		Arrive	Arrive	Arrive	Arrive		
8:30	Arrive	Arrive	Arrive	Arrive	Arrive	Arrive	
9:00	Prospect	Prospect	Prospect	Prospect	Prospect	Show Appt.	
9:30	Prospect	Prospect	Prospect	Prospect	Prospect	Show Appt.	
10:00	Follow-Up	Follow-Up	Office Meeting	Follow-Up	Follow-Up	Show Appt.	
10:30	Follow-Up	Follow-Up	Office Meeting	Follow-Up	Follow-Up	Show Appt.	
11:00	Return Phone Calls	Return Phone Calls	MLS Tour	Return Phone Calls	Return Phone Calls	Administration	
11:30	Flex Time	Flex Time	MLS Tour	Flex Time	Flex Time	Administration	
12PM	Lunch	Lunch	MLS Tour	Lunch	Lunch	Lunch	
12:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
1:00	Administration	Administration	Administration	Administration	Preview Property	Open House	
1:30	Administration	Administration	Administration	Administration	Preview Property	Open House	
2:00	Show Appt. ↓	Show Appt. ↓	Show Appt. ↓	Show Appt. ↓	Preview Property ↓	Open House ↓	

2:30	Show Appt.	Show Appt.	Show Appt.	Buyer Consultation	Preview Property	Open House	
3:00	Show Appt.	Show Appt.	Show Appt.	Buyer Consultation	Personal Growth	Open House	
3:30	Show Appt.	Show Appt.	Show Appt.	Buyer Consultation	Personal Growth	Open House	
4:00	Return Phone Calls	Return Phone Calls	Return Phone Calls	Return Phone Calls	Personal Business Meeting	Off	
4:30	Flex Time	Flex Time	Flex Time	Flex Time	Personal Business Meeting		
5:00	Buyer Consultation	Buyer Consultation	Buyer Consultation	Buyer Consultation	Personal Business Meeting		
5:30	Buyer Consultation	Buyer Consultation	Buyer Consultation	Buyer Consultation			
6:00		Show Appt.	Call Night				
6:30		Show Appt.	Call Night				
7:00		Show Appt.	Call Night				
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							

BUYER'S AGENT 1/2 HR TIME BLOCKING SCHEDULE

ClientCare@RealEstateChampions.com OR Fax to: 541-383-8832

Client _____ Group: _____ Coach: _____ Date: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:30							
7:00							
7:30							
8:00							
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8:00							
8:30							
9:00							
9:30							
10:00							

BUYER'S AGENT 15-Minute TIME BLOCKING SCHEDULE

ClientCare@RealEstateChampions.com OR Fax to: 541-383-8832

Client _____ Group: _____ Coach: _____ Date: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6AM							
6:15							
6:30							
6:45							
7:00							
7:15							
7:30							
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8:30							
8:45							

TIME BLOCKING

MAKING ADJUSTMENTS IN YOUR TIME BLOCK

- What took you off track this week?
- What interruptions really affected your success with your time?
- Is someone sabotaging your time block?
- What shifts would help your efficiency?

CHECKING YOUR RESULTS

- Are you moving closer toward achieving your goals?
- Can you see measurable progress in reasonable time?
- Are you monitoring your performance well enough to see improvement?
- What changes do you need to adopt now to increase your speed toward reaching the goal and reduce the overall amount of time you invest?

DIVIDING YOUR DAY

- Tell people you're booked

DEFENDING YOUR DAY FROM INTERRUPTIONS

The Fortress: Guarding your focus from invasion.

Creating virtual barriers:

- Communicate subtly through the posting technique.
- Verbally communicate your schedule to others so they know when you're unavailable for interruptions.
- Threaten to put them to work.

Email effectiveness

Use voicemail to your advantage

Control your cell phone

Successful time blocking takes practice, diligence, and consistency.

ACTION PLANS – WEEK 7

1. Complete a time block.
2. Send your updated Triple Track.