

Buyer's Agent Coaching™

Session 6

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

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: _____
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Name: _____ Phone: _____
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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

Client _____ Group: _____ Coach: _____ Date: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
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12:30							
1:00							
1:30							
2:00							

2:30							
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4:30							
5:00							
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6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							

BUYER'S AGENT 15-Minute TIME BLOCKING SCHEDULE

Client _____ Group: _____ Coach: _____ Date: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6AM							
6:15							
6:30							
6:45							
7:00							
7:15							
7:30							
7:45							
8:00							
8:15							
8:30							
8:45							
9:00							
9:15							
9:35							
9:45							
10:00							
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10:45							
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7:00							
7:15							
7:30							
8:00							
8:15							
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 6

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