### **Daily Routine Template for a New Real Estate Agent**

#### **Morning Routine**

* Wake up at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time) and have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (breakfast or morning drink).
* Review and update your daily schedule or to-do list.
* Spend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time) on mindset preparation (e.g., meditation, exercise, reading).

#### **Skill Building & Knowledge**

* Dedicate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time) to studying the real estate market (e.g., new listings, pricing trends).
* Watch/read \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (resource name) to improve real estate knowledge or skills.
* Practice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g., pitch, listing presentation).

#### **Lead Generation**

* Make at least \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (number) of cold calls to potential clients or homeowners.
* Reach out to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (friends, family, or network) to share your real estate business.
* Engage on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (platform) by commenting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (number) real estate-related posts.
* Post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (type of content) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (social media platform) to build your presence.

#### **Networking**

* Attend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (event, group, or meeting) to expand your connections.
* Reach out to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (person/agent) to introduce yourself or ask for advice.
* Visit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (local businesses, organizations) and leave your business card.

#### **Building a Digital Presence**

* Update \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (LinkedIn/Facebook profile, Instagram bio, etc.) with new real estate information.
* Spend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time) brainstorming content ideas (e.g., tips, neighborhood highlights).
* Post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (content type) daily or schedule for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time/day).

#### **Time Management & Organization**

* Use a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (tool/app) to time block and prioritize tasks.
* Organize leads or contacts in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CRM, spreadsheet, tool).
* Identify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specific tasks) for follow-up or improvement tomorrow.

#### **Evening Wrap-Up**

* Follow up with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (leads, connections made during the day).
* Reflect on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (accomplishments, tasks, challenges).
* Update tomorrow’s plan to focus on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specific tasks or goals).