

# 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).