

SAMPLE DAY OF TIME BLOCKING

Here's an example of what your calendar might look like when time blocking.

Remember to keep the following things in mind.

1. Build your calendar in whatever system you use to calendar calls and meetings. This will ensure you don't double book.
2. Understand things may change throughout the day. This is perfectly okay. You'll pivot as needed.
3. Make time for breaks. If you're stressed or tired, you won't be productive. Stepping away will increase productivity!

7am	
8am	7:30 – 8:30 Check and Reply to Email
	8:30 - Review Plan for Day - Make Edits as Needed
9am	9 – 10 Return Time-Sensitive Calls
10am	10 - Coffee Break
11am	10:30 – 11:30 Call Leads and Follow-Up With Prospects
	11:30 - Marketing Tasks - Either Complete or Coordinate with Vendor(s)
12pm	12p - Reactive Time
1pm	12:30p – 2p Listing Appointment with John Smith
2pm	2p - Break
3pm	2:30p – 3:30p Check and Reply to Email
4pm	3:30p – 4:30p Reactive Time
5pm	4:30p – 5:30p Plan for Tomorrow
6pm	