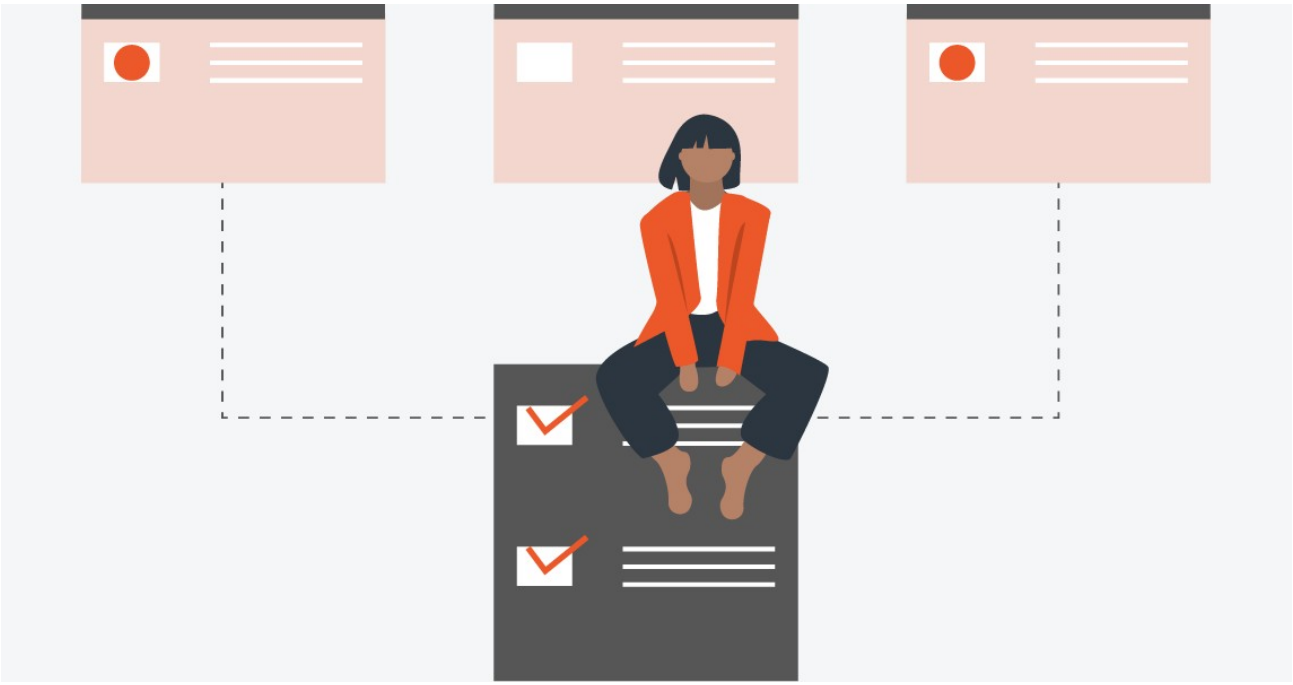
10 Ways Real Estate Agents Boost Productivity

Productivity in the real estate industry isn't about booking more listings or showings. It's about taking a deep look at all of your processes and systems and figuring out which are helping your business and which are just keeping you busy. Use this free checklist to cut back on repetitive tasks and instantly boost your productivity.



- [ ] Track your time for a week to see where it goes.
  - [ ] Break up your time into categories like communication with clients, marketing/lead generation, data management, etc.
- [ ] Rework your calendar based on what you learn from the time tracking exercise.
- [ ] Cut out time spent on setting up meetings with a scheduling tool.
- [ ] Invest time and money in your CRM.
- [ ] Automate repetitive tasks with a tool like Mailparser.
- [ ] Block spam calls on your phone.
- [ ] Utilize inbound marketing tactics like webinars, calculators, and in-depth guides.
- [ ] Make a list of the types of emails you send frequently and then create reusable drafts of them.
- [ ] Ask for referrals from previous happy clients.
- [ ] Outsource time-consuming tasks like design, photography, SEO, or automation.

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