

A Real Estate Agent's Daily Schedule (A Sample)

*This is an extra resource to go along with the original article:
[New Real Estate Agent? Here's How to Schedule Your Day](#)*

While this is a sample schedule, keep in mind that your actual schedule may vary depending on your speciality.

8am - 9am

Set goals for the day (i.e. decide on how many cold calls you'll make)
Accomplish the most important task first
Make a list of the people you want to contact
Decide what you'll say/ Start practicing your scripts
Check the MLS for new and expiring listings

9am - 11am

Start calling those contacts
Answer emails
Return calls
Set appointments and prospect leads without distractions
Call expired listings and FSBO (for sale by owner)
Schedule a time to meet them in person

11am - 12pm

Do business-related tasks (pay bills, market your business, etc.)

12pm - 1pm

Take a lunch break-- You deserve it.

1pm - 2pm

Return calls
Post on social media

2pm - 3pm

Research the market and the neighborhood (find out what's new)

3pm - 6pm

Show or tour properties

Meet with clients

Prepare contacts

6pm

Return home to recharge