



“Agents’ Businesses and Lives
are Completely Transformed.”
- Huffington Post



Time Management

MASTERY PACKAGE

Part 1 of 2

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How to prioritize your to-do list:

POTENTIAL: How much improvement can be made in this area?
1 = Little improvement, 10 = A lot of improvement

IMPORTANCE: How valuable is this towards growing your real estate business?
1 = Not so important, 10 = Very important

EASE: How difficult will it be to complete this task?
1 = Not Easy, 10 = Very Easy.

	POTENTIAL	IMPORTANCE	EASE	TOTAL
Cold Calling	7	3	10	20
Facebook Ad Retargeting	8	9	6	23
Landing Page Check-In	5	9	7	23
New Follow-Up Sequence	5	10	7	22
New Prospects	9	10	7	26

SUMMARY: Use this same approach for all your tasks to easily prioritize what needs to be done and in what order without any delay.

	POTENTIAL	IMPORTANCE	EASE	TOTAL