

Sample Real Estate Agent Schedule



| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------------|---|---------------------------------------|---------------------------------------|---|---|---|---|
| 6am - 8am | Wake up & get ready | Wake up & get ready | Wake up & get ready | Wake up & get ready | Wake up & get ready | Wake up & get ready | Wake up & get ready |
| 8am - 9am | Self-care activity | Self-care activity | Self-care activity | Self-care activity | Self-care activity | Self-care activity | Self-care activity |
| 9am - 10am | Check email | Check email | Check email | Check email | Check email | Check email | Check email |
| 10am - 11am | Conduct market research | Work on marketing and lead generation | Conduct market research | Prospecting | Conduct market research | Prep for open house | Client property tours |
| 11am - 12pm | Prospecting | Prospecting | Transaction management | Prospecting | Client pop-bys | Host open house | Client property tours |
| 12pm - 1pm | Have lunch and take a short walk | Have lunch and take a short walk | Have lunch and take a short walk | Lender lunch | Have lunch and take a short walk | Host open house | Client property tours |
| 1pm - 2pm | Schedule client showings | Client showing prep | Work on marketing and lead generation | Transaction management | Schedule client showings | Make time for a break | Client property tours |
| 2pm - 3pm | Spend time on social media | Spend time on social media | Spend time on social media | Spend time on social media | Spend time on social media | Client property tours | Transition from work to personal time |
| 3pm - 4pm | Check emails and follow up | Client property tours | Check emails and follow up | Client property tours | Client prep for the weekend | Client property tours | Prep for the next day |
| 4pm - 5pm | Professional development | Client property tours | Prep for the next day | Client property tours | Client prep for the weekend | Spend time on social media | Personal time |
| 5pm - 6pm | Transition from work to personal time | Client property tours | Transition from work to personal time | Check emails and follow up | Transition from work to personal time | Transition from work to personal time | Personal time |
| 6pm - 7pm | Have dinner and do a wind-down activity | Wrap up client work | Attend a networking event | Have dinner and do a wind-down activity | Have dinner and do a wind-down activity | Have dinner and do a wind-down activity | Have dinner and do a wind-down activity |

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|-------------|--------|---------|-----------|----------|--------|----------|--------|
| 6am - 8am | | | | | | | |
| 8am - 9am | | | | | | | |
| 9am - 10am | | | | | | | |
| 10am - 11am | | | | | | | |
| 11am - 12pm | | | | | | | |
| 12pm - 1pm | | | | | | | |
| 1pm - 2pm | | | | | | | |
| 2pm - 3pm | | | | | | | |
| 3pm - 4pm | | | | | | | |
| 4pm - 5pm | | | | | | | |
| 5pm - 6pm | | | | | | | |
| 6pm - 7pm | | | | | | | |