

MANAGING YOUR TIME AND MAXIMISING PRODUCTIVITY



Why are time management and productivity important in real estate?

Effective time management helps ensure you achieve maximum productivity for your real estate business while you work. This will help your business grow in the long run. To better manage your time and maximise productivity, you must understand how you currently

perform. In this guide, we walk you through two self-assessments to analyse how you currently deal with time management and productivity and provide tips on how you can improve.

Time Management Self-Assessment

Read each statement and select the number which best describes you. Don't worry about picking the "best" option, there are no right or wrong answers! Think about what most accurately represents your average workday.



1. I regularly track my time and know exactly how much time I spend on all my tasks.

1	2	3	4	5
Never	Rarely	Occasionally	Often	Always

2. I create a daily "to do" list, rank my tasks based on priority and work on the highest priority tasks first.

1	2	3	4	5
Never	Rarely	Occasionally	Often	Always

3. I know if the tasks I am working on are of high, medium or low value.

1	2	3	4	5
Never	Rarely	Occasionally	Often	Always

4. I am not sure where my time goes and often complete tasks at the last minute or end up completing tasks late.

5	4	3	2	1
Never	Rarely	Occasionally	Often	Always

5. I have clearly defined goals and use my goals to identify which tasks and activities I need to prioritise.

5	4	3	2	1
Never	Rarely	Occasionally	Often	Always

6. I am interrupted constantly and find it hard to get through my daily tasks due to interruptions from co-workers, noise, telemarketers, email distractions, etc.

1	2	3	4	5
Never	Rarely	Occasionally	Often	Always

7. I "schedule" 1 to 2 hours a day to deal with unexpected viewings, reschedules, and other unexpected requests.

1	2	3	4	5
Never	Rarely	Occasionally	Often	Always

8. I set aside time (either daily or weekly) to plan and schedule my tasks in alignment with my goals.

1	2	3	4	5
Never	Rarely	Occasionally	Often	Always

9. I often don't know what I have accomplished in a day and take work home as distractions get the best of me.

5	4	3	2	1
Never	Rarely	Occasionally	Often	Always

10. Before committing to a task, I make sure the results will be worth the time allotted and that the task will help me accomplish my goal(s).

1	2	3	4	5
Never	Rarely	Occasionally	Often	Always

11. I am stressed about getting to places on time, honouring commitments, finishing my work, etc.

5	4	3	2	1
Never	Rarely	Occasionally	Often	Always

Add up your scores for questions 1 to 11 and check your results!				Total Score:

11 to 22	You have a lot of room for improvement. However, learning to improve time management is possible and we are here to help you! Keep on reading for some handy tips.
23 to 33	You have room for improvement but are doing alright when it comes to time management. However, if you make some adjustments and better organise your day, you will likely reduce a lot of stress.
34 to 55	Awesome! You manage your time well, but keep reading, as making one or two tweaks to your daily/weekly planning can help you more efficiently achieve your goals.

How to Effectively Manage Your Time

01

Goal Setting

Goal Setting IS time management. You must know where you are going in order to get there. Setting goals provides you with a visible/tangible target and allows you to understand what tasks will move you close to your goal(s).

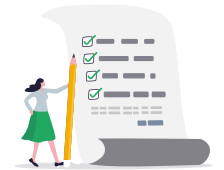


02

Prioritisation

Prioritisation is a fancy word for working on what is most important toward achieving your goals. Without prioritisation, many people work on “busy” work. They are busy and stressed but are not moving towards accomplishing their goals.

Many people write a “to-do” list and start with low-importance tasks. This results in being busy but not hitting your targets or achieving your personal goals. This can also result in unnecessary stress.



03

Time Bandits and Interruptions

Time bandits are anything that interrupts your day. Effective time management includes knowing how to minimise interruptions. As an estate agent, you have a lot of unexpected interruptions. You cannot control when clients will call or request information. And some interruptions must be dealt with immediately. However, many of these interruptions can be managed.

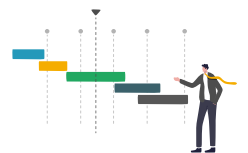


04

Scheduling Tasks

Much of time management is around proper scheduling. Once you have defined your goals and priorities for the week, then you can build a schedule to help you achieve this.

Scheduling includes allowing time for unexpected viewings or last-minute requests that are a high priority. With a well-planned schedule, you will reduce stress and accomplish your goals



05

Procrastination

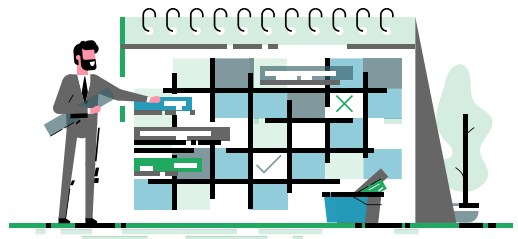
We tend to procrastinate with tasks we don't like, don't know how to do or just seem so big. Getting the hardest task off your plate will free up time to work on the tasks you enjoy, will help to reduce stress, and give you a feeling of accomplishment.

Okay, easier said than done, we know. Try breaking down overwhelming tasks into smaller chunks and schedule them on a calendar. When you complete tasks do not forget to reward yourself. A reward can be anything from a 15-minute social media break to a 20-minute walk, to a massage at the end of the week.



Productivity Self-Assessment

Read each statement and select the answer which best describes you. Don't worry about picking the "best" option, there are no right or wrong answers! Think about what most accurately represents your average workday.



1. I schedule my tasks around my high and low energy times. For example, I prospect during high energy times and read real estate news around lower energy times.

1	2	3	4	5
Never	Rarely	Occasionally	Often	Always

2. I find it easy to delegate tasks that I consider 'low value' to others so that I can focus on what I do best.

1	2	3	4	5
Never	Rarely	Occasionally	Often	Always

3. I find it easy to focus my attention on one task at a time and can do so without being tempted to check social media, scroll through WhatsApp, read the news, etc.

1	2	3	4	5
Never	Rarely	Occasionally	Often	Always

4. I spend more than an hour a day looking for documents, looking up information I should know or locating lost items such as my keys or misplaced tenancy contracts.

5	4	3	2	1
Never	Rarely	Occasionally	Often	Always

5. I multitask on a regular basis.

5	4	3	2	1
Never	Rarely	Occasionally	Often	Always

6. I track my time - either manually or with an app - to understand how I spend my time.

1	2	3	4	5
Never	Rarely	Occasionally	Often	Always

7. I know how to deal with interruptions and distractions in order to stay focused. In other words, if someone interrupts me, I can easily tell them I am busy and that I will get back to them at another time. As well, if co-workers are talking loudly, I politely ask them to take the conversation off the floor.

1	2	3	4	5
Never	Rarely	Occasionally	Often	Always

8. I get overwhelmed by how many leads, calls, WhatsApp messages, or requests for information that I receive on a daily basis and don't always respond within 30 minutes or less.

5	4	3	2	1
Never	Rarely	Occasionally	Often	Always

9. I admit it, I procrastinate - meaning I delay tasks I do not want to do until the last minute with hopes those tasks will just disappear.

5	4	3	2	1
Never	Rarely	Occasionally	Often	Always

10. My mind wanders and I find it hard to concentrate for long periods of time

5	4	3	2	1
Never	Rarely	Occasionally	Often	Always

Add up your scores for questions 1 to 11 and check your results!

Total Score:

10 to 22

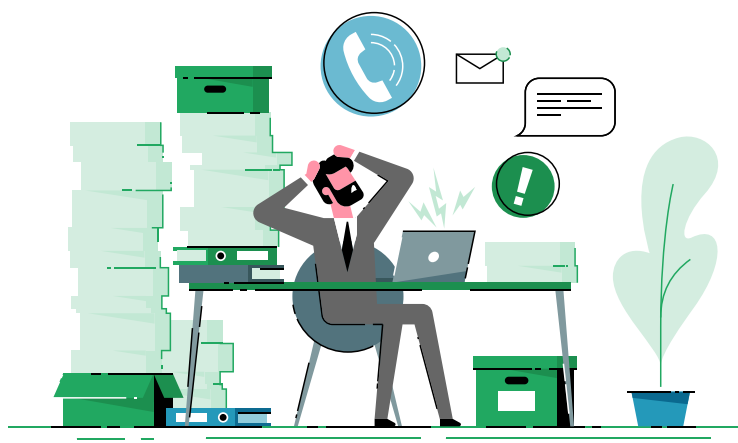
You have some work to do in order to be more productive. Define your daily priorities and learn to overcome distractions and interruptions. We will show you how at Bayut Academy.

23 to 36

You are doing well BUT could still do better with just a few tweaks. Use the techniques we mention in this guide to your advantage

37 to 50

Woohoo! You are very productive. Read below to learn how to use your great skills to your advantage!

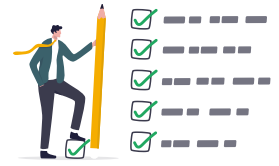


How to Maximise Productivity

01

Get Organised

Organisation is key to improving your productivity. Take an honest look at how your workspace is organised. Do you have systems in place to help your performance, or is your workspace riddled with stacks of papers? Being organised is a key skill that many people need to develop. Create folders for everything, discard emails you do not need and unsubscribe from email lists that provide no value.



02

Be Aware

Everyone has productive and less productive times. For some people, the morning is when their best work is done, for others it is afternoon or even late at night. Be aware of productive times and schedule your high priority tasks at that time.



03

Motivate Yourself

Productivity is up to one person - You! Know what motivates you to do your best work. It could be coffee breaks, taking a 15-minute stroll, treating yourself to a spa/gym session, etc. After you complete your tasks, make sure to reward yourself no matter how small.



04

Managing Interruptions

In order to be productive, it is imperative that you manage interruptions. Turn off email alerts, turn off any phone notifications which are not leads, and politely tell people who interrupt you (not your clients) that you are working on a goal and don't have time to chit-chat right now. Find a place that is conducive for you to get your work done. Once you start getting in the flow, it gets a lot easier.



05

Delegate

Delegation is a team sport! Think about who you can delegate tasks to and take the time to brief this person correctly. Here are examples of some things you can delegate:

- Taking photos of a property – Work with your agencies in-house photographer to take high quality property photos.
- Uploading verification paperwork to get the Checked badge
- TruCheck™ properties - TruCheck™ Admin allows assigned team members to take timestamped photos on your behalf
- Writing property descriptions - Work with your agencies marketing team to come up with a fantastic property description, you can also work with a professional writer to improve your listing's performance with great text.
- Creating Comparative Market Analysis (CMAs)
- Social media posts and scheduling
- Getting properties ready for an open house



06

Managing Interruptions

In today's day and age, technology is always around to make things easier. Use our innovative products to make the most of your time and speed up certain tasks. For example, our CRM Brokerpad is excellent for quickly creating tenancy contracts and brochures. With Profolio™ you can promptly access market data and transaction insights and create reports to share with clients. Finally, using BayutPro you can readily chat with leads on the go and easily access your listings.



If you enjoyed this guide, make sure you check out the many educational resources on our [Agent Portal](#)! You can also sign up for an interactive workshop at [Bayut Academy](#) where we help you acquire the skills needed to succeed in the UAE real estate market.

