




Commercial Real Estate Online  
GLOBAL

Time to Start Selling Your Property Skills and Services




**Prospecting time is FIRST PRIORITY EVERY DAY**

3 hours of prospecting time  
focus on key clients and properties




**Use a support person for admin**

mundane paperwork can be done by others  
your time is precious



**Choose your meetings with the right people and properties**

know your ideal client and property type  
move your meeting times away from prospecting time




**Move your desk work to the end of the day**

off peak time can be for desk work  
know the importance of your time



**Priorities are important in your working day - use them**

control your day and activities  
stay on task but only those that matter



**Set up goals and targets for the day, the week, the month, and the year.**

define what you are trying to achieve  
create action around your goals

## Time to Start Selling Your Property Skills and Services

Link: <https://commercial-realestate-training.com/commercial-real-estate-agents-time-to-start-selling/>

### Where Do You Start?

It all comes down to the directed effort on a personal basis. There are always buyers and tenants to find and talk to. There are hundreds of businesses and local property investors out there; some are more successful than others, so you just need to progressively [build a prospecting model](#) that finds the right people.

So let's go back to the issue of time and how you can find more of it to do the right things.

Here are a few ideas to help you.

- Get help from a secretary or support person in your office. Some of the mundane tasks that are administrative should be passed on to others that can process the issue for you.
- Delegate time in your diary to do the paperwork. The best time to do paperwork is at the end of the day when you have completed the more important tasks.
- Prospecting has to be the number one item in your diary every day. Most top agents will [prospect first thing every day](#). Do not put off the process. Get into it at the start of every day.
- Don't go to meetings unless you know the benefit of the meeting and that it is relevant to you and your results. Ordinary office and team meetings should be moved to the end of the day where time is less important. There are far too many unnecessary meetings in our [real estate working week](#). If you must go to a meeting make it short and direct. Meetings should not go over 1 hour in duration.
- Categorise your tasks to 1, 2, and 3 priorities. Items with a 1 priority have to be done every day. The others are things that can wait. Items with a 3 priority can even be dropped if you cannot get to them.
- Set up some goals that are important to your future. We hear this said so many times. The fact of the matter is that [goals help you focus](#) on the most important tasks that will impact your commercial real estate business and results. When you know your goals you can take action

We all have choices in our property business and in the local property market. The important thing is that we make the right choices and we stick to a plan of action that can take us towards our goals.

Next year can be a great year if you make [the right real estate choices](#) today and take the action that those choices require.

### 1. Use a support person for admin

1.1. mundane paperwork can be done by others

1.2. your time is precious

## **2. Move your desk work to the end of the day**

2.1. off peak time can be for desk work

2.2. know the importance of your time

## **3. Set up goals and targets for the day, the week, the month, and the year.**

3.1. define what you are trying to achieve

3.2. create action around your goals

## **4. Priorities are important in your working day - use them**

4.1. control your day and activities

4.2. stay on task but only those that matter

## **5. Choose your meetings with the right people and properties**

5.1. know your ideal client and property type

5.2. move your meeting times away from prospecting time

## **6. Prospecting time is FIRST PRIORITY EVERY DAY**

6.1. 3 hours of prospecting time

6.2. focus on key clients and properties