

3

Time-Saving Tips

FOR REMOTE PROFESSIONALS



SCHEDULE ADMIN TASKS

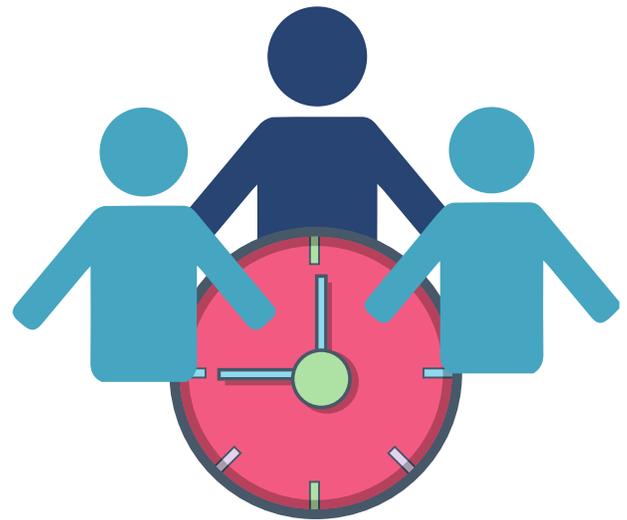
We often become consumed with all the 'people stuff' and forget to give ourselves time to complete our important tasks that keep us on track.

BUILD TIME BOUNDARIES

It's impossible to be available to everyone at all hours of the day. We must establish boundaries with our time. This will equip you for long-term success and sustainability.

FIND YOUR TEAM

You don't have to do this alone! Connect with other remote workers and industry partners to find your team.



54%

Employees spend 1/2 the week working somewhere other than company's main office

61%

Increasing demand for greater flexibility and work-life balance

YOU%

Percentage your personal productivity will improve when you implement these 3 powerful tips

TIME-SAVING TIPS

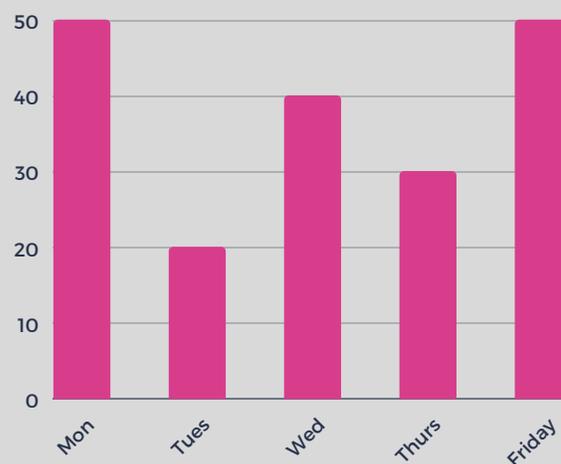
LIVE SIMPLE. DREAM BIG. PRAY OFTEN.

Tip #1

SCHEDULE ADMIN TASKS

Make a list of all your 15 minute tasks

- Respond to emails
- File documents
- Answer voicemails
- Track important data
- Enter contact meeting notes
- Cultivate leads (**Examples below**)
 - Blogging/Posting on Social Media
 - Writing/Sending newsletter
 - Creating/sending emails



Schedule specific times of day (every work day) to accomplish administrative tasks

- Block out 2 hours of your day (**Examples below**)
 - First two hours
 - Last two hours
 - Divide the hours throughout your day
- Set a timer for 15 min when accomplishing tasks

Set 3 admin goals for the day

- Strive to accomplish at least one or two goals before speaking with anyone for the day
- After lunch review your admin goals of the day as a reminder
- At end of day make note of top priority goals and/or tasks for the next business day

TIME-SAVING TIPS

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Tip #2

BUILD TIME BOUNDARIES

Set your office hours

- Active clients and business partners can have access to you outside your normal business hours.
- This will make your time more valuable and exclusive for your top clients.
 - This will empower you to provide outstanding service to all of your clients and your top clients will know that you will go above and beyond for them.
- Schedule one or two regular days when you are officially off work
 - Turn off your phone or put your computer away for at least 1/2 day to avoid temptation of working. Give your family and yourself that gift!

Communicate hours directly on your website, business cards, and your family fridge

- Let everyone know when you are available
- This will give you the opportunity to limit distractions, be fully present for people and become laser-focused on the tasks at hand.
- You will experience more freedom to plan FUN things too!

Drive to and from work when your office is in your home

- Before you enter your work space for the day, hop in the car and at least drive around the block. Go ahead and grab a cup of coffee too!
- At the end of the day, close your office door or use an 'office closed' sign. Then, hop back in your car and go around that block again. Pick up some groceries for dinner while you're out.



TIME-SAVING TIPS

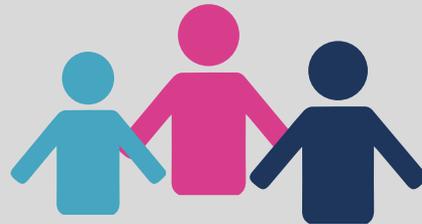
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Tip #3

FIND YOUR TEAM

Find people to help you with your daily tasks

- Updating and uploading listings (for real estate professionals)
- Make small changes to your website
- Filing paperwork
- Data entry
- Submitting paperwork
- Creating reports
- Designing presentations



Hire a Coach!

- Coaches provide great encouragement and accountability
- They help you reach your goals faster and bring out the best in you
- Are fantastic brainstorming and collaboration partners

Consider partnering with people in your industry

- Take someone out to lunch and talk about partnership possibility
- Explore partnerships for events, programs, projects or accountability

INSPIRED BY: Agent Image article: [6 Easy Ways to Find Work-Life Balance in Your 24/7 Real Estate Schedule](#)

TIME-SAVING VISION

LIVE SIMPLE. DREAM BIG. PRAY OFTEN.

Printing Tip: Only Print THIS Page to Save Ink!

“Everybody ends up somewhere in life. A few people end up somewhere on purpose. Those are the ones with vision.” ~Andy Stanley

TOP 3 ADMIN GOALS	15 MIN TASK LIST	ADMIN TEAM
		COACH
MY OFFICE HOURS		INDUSTRY PARTNERS
MY DAYS OFF		

Contact Michelle to help create your time-saving vision!