

Real Estate Productivity Worksheet

Step 1: Capture Your Open Loops (Brain Dump)

Write down everything on your mind-tasks, ideas, leads, follow-ups, personal to-dos.

What's on your plate right now?

Step 2: Clarify the Next Action

What's the very next step for each task? If it's not actionable, archive or file it.

Task / Thought

Next Action

Do / Delegate / Defer / Delete

Step 3: Organize by Category

Sort your actions into useful contexts:

@Calls

@Emails

@Buyers

@Listings

@Marketing

@Personal

Action: Transfer your tasks into your task manager (ClickUp, CRM, paper planner, etc.) grouped by these categories.

Step 4: Daily Focus - Set Your Top 3 Priorities

Today's Date: _____

Step 5: Time Block Your Day

Time Block

Task or Focus Area

9:00-11:00 AM

Real Estate Productivity Worksheet

11:00-11:30 AM	_____
11:30 AM-12:30 PM	_____
2:00-3:00 PM	_____
3:00-4:00 PM	_____
4:00-4:30 PM	_____

Step 6: Email Cleanup & Organization

- Set up GTD folders in Missive or Gmail: @Action, @Waiting, @Reference, @Someday
- Choose email check times (recommended: 11 AM and 4 PM)
- Archive or label emails after processing
- Draft 1-2 common response templates (listing feedback, showing follow-up)

Step 7: Weekly Review Checklist (Do Every Friday)

- Review completed tasks and wins
- Capture new tasks or ideas
- Check in on WIGs (Wildly Important Goals)
- Reorganize any messy lists or inboxes
- Reset calendar and time blocks for next week

Pro Tip: Use ChatGPT as your daily assistant:

"Organize these tasks into categories"

"What should I prioritize today?"

"Draft a client response for this situation"

"Summarize this email thread into action steps"