

REALTOR FOCUS TOOLKIT

ELIMINATE DISTRACTIONS & STAY PRODUCTIVE

Set Your Power Hours

- Block 2 distraction-free hours daily for focused work (no calls, no emails, no socials).
- Use this time for lead gen, follow-ups, or content creation.

Declutter Your Digital Space

- Close unused tabs.
- Turn off non-essential notifications.
- Use “Do Not Disturb” mode during power hours.

Use the 3-Task Rule

- Pick 3 high-priority tasks for the day.
- Focus on completing those before anything else.

Time Block Everything

- Schedule showings, admin work, breaks, and follow-ups.
- Treat each time block like an appointment.

Try the 25/5 Rule

- Work 25 minutes, break 5 minutes.
- Helps prevent burnout and boosts focus (Pomodoro method).

Keep a “Brain Dump” List

- Jot down distracting thoughts to revisit later.
- Clears mental space so you can stay present.

Protect Your Energy

- Fuel up with rest, movement, water, and food.
- A clear mind starts with a well-cared-for body.

