



Task Prioritization Worksheet for Real Estate Agents

Presented by the Gillies Team Real Estate in Association with Ascend Agents

Introduction:

Hello, esteemed real estate professionals! This worksheet is designed to help you categorize and prioritize your tasks effectively. By understanding which tasks are urgent and important, you can better allocate your time and energy.

Instructions:

1. **List Down Tasks:** Begin by listing all the tasks you have for the week.
2. **Categorize:** Use the Eisenhower Box method to categorize each task.
3. **Prioritize:** Based on the categories, prioritize your tasks.

Eisenhower Box:

The Eisenhower Box, also known as the Urgent-Important Matrix, helps you decide on and prioritize tasks by urgency and importance, sorting out less urgent and important tasks which you should either delegate or not spend much time on.

	Urgent	Not Urgent
Important	Quadrant I	Quadrant II
Not Important	Quadrant III	Quadrant IV

- **Quadrant I (Urgent & Important):** Tasks you should do immediately.
- **Quadrant II (Not Urgent & Important):** Tasks you should schedule for later.
- **Quadrant III (Urgent & Not Important):** Tasks you should delegate.
- **Quadrant IV (Not Urgent & Not Important):** Tasks you might consider dropping or doing in free time.

Your Task List:

Task	Category (I, II, III, IV)	Due Date	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reflection:

After completing your tasks, reflect on your week. Were there tasks that could have been delegated? Were there tasks that took more time than anticipated? Use this reflection to improve your prioritization skills for the next week.

Conclusion:

Effective task prioritization is crucial for success in the real estate industry. By using this worksheet regularly, you'll find yourself becoming more productive and less overwhelmed.

For more tools, insights, and opportunities, consider joining Gillies Team Real Estate and Ascend Agents. We're here to support your ascent to the summit of success!

For a tailored consultation or to explore more resources, schedule a meeting with us. Visit GilliesTeam.com

Feel free to print this worksheet and use it weekly to keep your tasks organized and prioritized. Here's to a productive week ahead! 🌟