

How To Use Time Management to Streamline Your Real Estate Business

Would you like to double or triple the amount of deals you can process?

Would you like to do it in less time than you do 1 or 2 deals now?

What would it be like if you could do more deals, in less time and with less hassle?

Do you think if you were able to do that you could double or triple your income as well?

I'm going to briefly give you 3 things you can do RIGHT NOW to **get more deals done, in less time and with less hassle.**

#1

Work On Your Best Deals First.

How do you qualify a "best" deal?

You probably know what a "best" deal looks like but here's what I do.

I qualify "best" deals in 2 ways depending on how the deal is going to pay me.

If I am doing a quick flip or a rehab I put the deal that is going to make me the most money first.

If I am going to buy and hold for a rental or to sell later I put the deal that will give me the Highest Lifetime Value first.

When you sit down to work on your deals work on those "best" deals first.

#2

Group Deals And Activities Together

Let me explain...

If you use one or two title companies make sure you have some way to group your deals by title company. This way when you call the title company or really do any activities involving the title company you can handle every deal as a group.

This way you are not calling the title company multiple times a day for different deals. Group them together and discuss each one with the title company representative during a single phone conversation.

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Friday, 26 February 2010 16:10 - Last Updated Friday, 26 February 2010 19:00

Also, I recommend you group your activities (some people call these "to do's" or "tasks") together. If you need to complete several activities that have to do with the title company then group them together and work on them during a specified time during the day. For example you can have one or two times during the day that you designate in your calendar that you work on Title Company activities (i.e. 11am-12pm and 4pm-5pm, Monday-Friday).

The key is to make sure you DO NOT let other activities creep into your Title Company activity time.

#3

Outsource Your Busy Work

You may have heard this one before.

But want to stress it too.

Outsourcing is probably the #1 thing you can do to get more deals done, in less time and with less hassle.

I recommend sitting down and making a list of all the things you do that someone else can do. Things like faxing documents, printing advertising media, running errands, making basic phone calls, etc. can all be handled by someone else - in most cases.

I know what you're thinking, "That's going to cost me money." Of course it is...but it doesn't have to cost a lot.

In fact, there are people out there called Virtual Assistants (VA's) that work from home and charge very little (as little as a few hundred dollars a month) to do just about anything for you.

Just go to Google and type in Virtual Assistants and you should get several companies that offer this service.

You can also go to eLance.com and iFreelance.com and to post activities and jobs for VA's to do and they will bid on it. You just pick the one that seems the most qualified and is in your price range and you're good to go.

In closing, implementing these three things is very simple and won't take much time.

Start today with #1 and implement each one of these over the next 4 weeks and you will be on the right track to getting more deals done, in less time and with less hassle.

Jeff Vacek is a Real Estate Investor and a leading expert on personal management and productivity.