

Buy Back Your Time

WORKSHEET

Help you reclaim time and redirect it toward the actions that create spring momentum.

Do not overthink this. Honest answers matter more than perfect ones.

Step 1: Identify Your Time Traps

List the activities that regularly consume your time but do not directly contribute to closings, relationships, or long-term growth.

Examples: Unnecessary meetings, Constant email checking, Low-impact admin work.

1

2

3

Step 2: Define Your High-Leverage Work

Now list the activities that, when done consistently, actually move your business forward.

Examples: Client follow-ups, Database conversations, Listing appointments.

1

2

3



Step 3: Time Reallocation

Answer honestly.

Which low-value activity from Step 1 will I reduce or eliminate over the next 30 days?

What high-leverage activity from Step 2 will I protect time for instead?

Why This Matters

Spring does not reward perfect plans. It rewards motion.

You do not need to do everything. You need to do the right things consistently and without hesitation.

If you are in motion now, you will not be chasing later.

Momentum is available. Step into it.