

# Things To Do Today

What to do when you don't have anything on your to-do list:  
High-payoff activities to keep you focused

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|---|---|
| <input type="checkbox"/> Schedule open houses for this weekend  | <input type="checkbox"/> Volunteer—Get out and meet new people! Be seen in your community!                                      |
| <input type="checkbox"/> Do 5x5s (circle prospecting) on a new listing, an upcoming open house, or a sold property. | <input type="checkbox"/> Attend an education and then DO something out of what you learned                                      |
| <input type="checkbox"/> Make calls to your past or current clients   | <input type="checkbox"/> Meet with a colleague or an affiliate to get ideas on your business and/or ways to collaborate         |
| <input type="checkbox"/> Offer CMAs to your sphere; prepare "annual updates" or unsolicited CMAs for your clients   | <input type="checkbox"/> Call to get updated emails addresses/ contact info from your clients                                   |
| <input type="checkbox"/> Send out a direct mail piece or email campaign   | <input type="checkbox"/> Put your name tag on and go meet people in public place  |
| <input type="checkbox"/> Take floor duty and really work it!  | <input type="checkbox"/> Review your business and marketing plan. What needs work? Then, do something about it!                 |
| <input type="checkbox"/> Preview properties—know the inventory  | <input type="checkbox"/> Schedule a public speaking opportunity   |
| <input type="checkbox"/> Do pop-bys (business or personal)  | <input type="checkbox"/> Update your web profile, write a blog post, or participate in social media                             |
| <input type="checkbox"/> Write handwritten notes  | <input type="checkbox"/> Do random acts of prospecting—pay for someone behind you in the drive-through and give them your card! |
| <input type="checkbox"/> Work FSBOs or expired listings   | <input type="checkbox"/> Attend service club meetings (Rotary, Kiwanis, etc.)   |
| <input type="checkbox"/> Attend a networking event and follow up after the event                                    | <input type="checkbox"/> Door knock   |
| <input type="checkbox"/> Meet someone for a face-to-face (coffee, lunch, etc.)                                      | <input type="checkbox"/> Create a video. Highlight a neighborhood/area, or yourself   |
| <input type="checkbox"/> Update your mailing list   | <input type="checkbox"/> Host an educational class, session, or seminar   |
| <input type="checkbox"/> Have a booth at a trade show or event  | <input type="checkbox"/> Contact your out-of-state clients for referral opportunities   |
| <input type="checkbox"/> Host a get-together for people in your Sphere of Influence                                 |   |
| <input type="checkbox"/> Farm a neighborhood—offer valuable information   |   |