

## 3 tips for squeezing the most productivity out of your day

In this video, Peter Lorimer of [PLG Estates](#) spills his best [time management](#) secrets for real estate professionals.

[Time management](#) is one of the most crucial subjects of any career. The big question is, how much can we cram into a day using the best tools possible? Here are a few thoughts:

### 1. Contacts are everything

Any time you have to search for someone's contact information — you're wasting your time. So your first step should be to create an organized contact system, and I'd highly recommend getting a CRM or a customer relationship management system.

There are really only three that I recommend in real estate:

- [Contactually](#)
- Top Producer
- Nutshell

### 2. Write down your schedule for the day

You should do this everyday for the next day. Otherwise you waste a half hour each day trying to figure it out when you could just hit the ground running.

### 3. Figure out how you want to communicate

In my opinion, phone calls are dead and so are post cards and door-knocking. I prefer to use a system like [BombBomb](#).

Cut out all of the fat in your daily schedule so that you can focus on dollar-productive activities.

Source: [click here](#)