AI TRAINING SERIES / GUIDE 02

PLAN YOUR REAL ESTATE WEEK WITH AI

Turn your goals, appointments, and priorities into a focused, weekly action plan.



PLAN
a realistic and productive week.

PRIORITIZE
your most important tasks and follow-ups.

TAKE ACTION
with a clear, daily plan you can use right away.

Provided by

SUPREME LENDING®
THE MITTEN GROUP

STEP 1

START WITH YOUR WEEK

Before asking AI to plan, give it a clear picture of your week. You stay in charge of what gets scheduled.

YOUR WEEKLY SNAPSHOT

Top business goal this week _____

Appointments or deadlines that cannot move _____

Follow-ups and prospecting that need attention _____

COPY & PASTE PROMPT / BUILD MY WEEKLY PLAN

AI **Weekly Business Planner**

"Act as my real estate business planning partner. Ask me one question at a time about my appointments, active clients, follow-ups, prospecting goals, marketing, and personal commitments for the coming week. Then create a realistic Monday-Friday plan with my top three priorities, time blocks, and a short daily checklist. Do not assume I have open time. Flag conflicts and ask before scheduling anything."

HOW TO USE IT

1. **Open a new ChatGPT conversation.**
   Paste the prompt above.
2. **Answer each question.**
   Use real tasks, but no confidential client details.
3. **Review the draft.**
   Adjust time blocks and priorities to fit your actual week.

Remember: AI can suggest a schedule, but it cannot know your availability unless you provide it. Verify all times before adding events.

STEP 2

USE YOUR CALENDAR

Share a calendar screenshot, type your schedule, or speak it using the microphone.

TWO EASY WAYS TO SHARE YOUR SCHEDULE

OPTION A / SCREENSHOT

Share a screenshot of your calendar with private names, addresses, and client information hidden.

OPTION B / TYPE OR SPEAK

Type your meetings and tasks, or use the microphone to say them out loud. Include blocked hours and important deadlines.

COPY & PASTE PROMPT / TODAY'S PRIORITIES

AI **Daily Calendar Planner**

“Use the calendar screenshot or schedule I provide to help me plan today. First list my fixed appointments. Then identify available time blocks and recommend where to fit client follow-ups, prospecting, paperwork, and one business-growth activity. Rank my top three priorities. Leave buffer time between appointments. If any time or event is unclear, ask instead of guessing.”

WHAT A USEFUL RESULT LOOKS LIKE

8:30-9:00	Review urgent messages and active transactions
10:00-10:45	Follow up with warm prospects
2:00-2:30	Prepare tomorrow's client updates

Illustrative only - your schedule should reflect the information you provide.

TRY IT NOW

Circle one: Screenshot / Typed schedule / Spoken schedule
My first priority: _____

STEP 3

TURN THE PLAN INTO ACTION

Use AI to make your follow-ups manageable, then build a simple weekly habit.

COPY & PASTE PROMPT / FOLLOW-UP ACTION LIST

AI

Turn Notes Into Next Steps

“I will paste a list of my open tasks and follow-up notes. Organize them into: Do Today, Schedule This Week, Waiting On Someone, and Delegate or Automate. For each item, suggest one concrete next action and a reasonable follow-up date. Highlight anything with a deadline. Do not invent statuses or mark items complete unless I tell you they are done.”

YOUR 15-MINUTE WEEKLY ROUTINE

☐ **MONDAY / PLAN**

Run the weekly planner. Choose three measurable priorities.

☐ **EACH MORNING / FOCUS**

Update your calendar and identify the next best actions.

☐ **FRIDAY / REVIEW**

Ask what was completed, what moved, and what needs attention.

COPY & PASTE / REVIEW & IMPROVE YOUR PLAN

·Review the weekly plan you created. Check for scheduling conflicts, unrealistic workloads, missed client follow-ups, and gaps in prospecting or other revenue-generating activities. Give me three specific recommendations to improve the plan. For each, explain why it matters and suggest an actionable change. Ask me before changing fixed appointments or making assumptions.·

Privacy + accuracy: Remove confidential client details from screenshots and notes. AI can help draft plans and messages, but you must verify facts, dates, and anything sent to clients.