



COACH SUPER MIKE™

Taking Real Estate Agents to Pinnacle Levels™

Proper Day Off and Vacation Training™

Real estate agents consistently make “the top 10 lists” for the most stressful jobs. Furthermore, many agents fail to take care of their body and mind on a consistent basis. Even with all of this, they rarely, if ever, take a day off. If and when they do take a day off, it is not done properly and fully. Furthermore, agents have a terrible habit of not vacationing. If and when they do “vacation”, it is hardly ever done with absolute rest and enjoyment and not with full attention to their loved ones. Please follow this system and steps in order to take proper days off and vacation time so that you can regain your sanity, life, relationships with loved ones, business, down time, balance and your life!!

How to Take a Proper Day Off:

1. Select the day off that you'd like to take off each week.
2. This MUST BE consistent each week.
3. Next, block out your calendar for the ENTIRE DAY as if it were an appointment.
4. Block out this day of the week in perpetuity.
5. If you are using an automated scheduling system that you share with clients, confirm that you select "busy" to ensure that the day is blocked out as a booking choice for clients to see.
6. Make plans in advance with your family, children, friends, loved one's or plan to stay home and relax.
7. Set up coverage while you are off and train your counterpart.
 - a. If you have a team, rotate your day off and set up coverage. Keep this consistent.
 - b. If you have an assistant, this is the person who is typically covering your day off.
 - c. If you do not have a team, partner up with an agent in the office who will handle your day off and then reciprocate for them.
 - d. Train your team member or colleague on how you work with your clients and what the expectations are.
 - e. Provide the agent/person covering your business with your client contact information and any updates regarding them, their progress, their file, their transaction, etc.
8. Train your assistant, staff, team, clients and professionals about your day off.
 - a. Add a "My/Our Day Off" section to your buyer consultation.
 - b. Add a "My/Our Day Off" section to your listing consultation.
 - c. Explain to buyers and sellers that "Friday is my day off and is for family, rest, church, God, etc." (please personalize this).
 - d. Inform your professionals of your consistent day off and who will be handling your business.
 - e. Provide your clients with contact information for the agent/person covering your business.
 - f. They will likely NOT give you any difficulty with this. If they do:

- i. Share with them that “the average American gets 2 days off. We get 1 day off. For 6 days, we work like crazy for you and work aggressively to get your home sold OR to find you a great home and then we spend one day resting. It allows us to be supercharged for our clients!”
 - ii. If they have a hard time after that (which is NOT likely), then try to assign them to another agent who may have a more favorable day off or release them. They will respect you for holding your moral ground and valuing your time with your family, etc.
- 9. Ask the colleague to send you ONE email with any updates of what occurred on your day off so you can take back over.
- 10. Stay consistent. DO NOT check your phone on your day off.
 - a. NO TEXTING
 - b. NO EMAILING
 - c. NO VOICEMAILS
 - d. NO REAL ESTATE
 - e. NO TOUCHING BASE WITH STAFF OR TEAM MEMBERS in any way, shape or form!
 - f. JUST REST....JUST FAMILY....JUST DOWN TIME
 - g. IF you fail to do this, you will open the door for work and then fail. STAY FIRM!
- 11. Select a location to keep your phone for the entire day so that you are not tempted to check it which would lead to business.
- 12. Keep your phone in “do not disturb” mode for the entire day.
- 13. Give it time and patience. It will take you 2-4 days off consistently to be ALL IN!! Then, you will call this day off “GLORIOUS” and you’ll look forward to this each and every week.
- 14. Enjoy the reactions from your family members and friends as they:
 - a. See the new you!
 - b. Get to spend quality time with you!!
- 15. Enjoy YOUR OWN life much more and POUR yourself into those you love!!
- 16. Allow “Coach Super Mike” to train your team on this so that they can experience the joy that you will!

How to Take a Proper Vacation:

1. Set up coverage for your vacations and train your counterpart.
 - a. If you have an assistant, this is the person who is typically covering your vacation.
 - b. If you do not have a team, partner up with an agent in the office who will handle your vacation and then reciprocate for them.
 - c. Train your team member or colleague on how you work with your clients and what the expectations are.
 - d. Within 24 hours of leaving for your trip, email the “Vacation Notes” to the person who is handling your business and phone. (**See attached**).
2. Train your assistant, staff, team, clients and professionals about your vacation.
 - a. Inform your buyers and sellers who will be covering for you. Explain that they will receive weekly updates.
 - b. Email your buyers and sellers with the contact information for who is covering for you.
 - c. Inform your professionals that you’ll be away and who will be handling your business.
 - d. Provide your clients with contact information for the agent/person covering your business.
3. In advance of each year, book 4 quarterly vacations for the coming year. If you don’t have the financial ability to do this YET, start with 1 per year.
4. Pay for these vacations upfront as a way to further commit yourself.
5. Ensure that your vacation is at least 1 full week (7 days).
6. Gradually increase your vacation days per trip from 7 to 10, then 14 and so on.
7. Next, block out your calendar for the ENTIRE VACATION as if it were an appointment.
8. If you are using an automated scheduling system that you share with clients, confirm that you select “busy” to ensure the entire vacation is blocked out as a booking choice for clients to see.
9. Train your staff, team, clients and professionals about your vacation down time.

10. Ask the colleague to send you one update email with any updates of what occurred during your vacation so you can take back over. This can include notes on your "Vacation Notes" chart if you desire. Ensure that your email is cleared out prior to your return. The ULTIMATE GOAL is for you to have only ONE email in your inbox to review upon returning.
11. Inform your team where you are going (cruise to _____), Brazil, etc., but with no specifics. Do NOT give anyone the opportunity to track you down for any reason.
12. Your spouse, family member, friend, etc. will have their phone for emergencies, family contacts and photos. IF ONLY ABSOLUTELY necessary, you can bring a separate phone just for emergencies that only rings for family members.
13. Stay consistent. DO NOT check your phone or log into to any web system to check your contacts during vacation. During the ENTIRE VACATION:
 - a. NO TEXTING
 - b. NO EMAILING
 - c. NO VOICEMAILS
 - d. NO REAL ESTATE
 - e. NO TOUCHING BASE WITH STAFF OR TEAM MEMBERS in any way, shape or form!
 - f. JUST REST....JUST FAMILY....JUST DOWN TIME.....JUST PURE VACATION!!
 - g. IF you fail to do this, you will open the door for work and then fail. STAY FIRM!
14. Give it time and patience. It will take you your first vacation and likely just the 1st and 2nd day of your trip to be ALL IN!!
Then, this will become NORMAL and you'll never look back!
17. Enjoy the reactions from your family members and friends as they:
 - a. See the new you!
 - b. Get to spend quality time with you!!
18. Enjoy YOUR OWN life much more and POUR yourself into those you love!!
19. Allow "Coach Super Mike" to train your team on this so that they can experience the joy that you will!