|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 7am | **Work out, take kids to school** | **Work out, take kids to school** | **Work out, take kids to school** | **Work out, take kids to school** | **Work out, take kids to school** |
| 8-8:15am | **Plan your day** | **Plan your day** | **Plan your day** | **Plan your day** | **Plan your day** |
| 8am | **Team Meeting** | **Team Meeting** | **Team Meeting** | **Team Meeting** | **Team Meeting** |
| 9am | **Return calls & emails** | **Return calls & emails** | **Return calls & emails** | **Return calls & emails** | **Return calls & emails** |
| 10am | **Pipeline meeting** | **Setup new appointments** | **Setup new appointments** | **Setup new appointments** | **Setup new appointments** |
| 11am | **Power hour** | **Power hour** | **Power hour** | **Power hour** | **Power hour** |
| 12pm | **Lunch with internal clients** | **Lunch with referral accounts** | **Lunch with referral accounts** | **Lunch with referral accounts** | **Lunch with referral accounts** |
| 1pm | **Update Calls** | **Take Listing/Show Prop** | **Take Listing/Show Prop** | **Take Listing/Show Prop** | **Take Listing/ Show Prop** |
| 2pm | **Update Calls** |  |  |  |  |
| 3pm | **Work on tough files** |  |  |  |  |
| 4pm | **Work on tough files** | **Return Calls & emails** | **Return Calls & emails** | **Return Calls & emails** | **Return Calls & emails** |
| 5pm | **Special projects** |  |  |  |  |
| 6pm | **Home** | **Home** | **Home** | **Home** | **Home** |
| 7pm |  |  |  |  |  |

* Impactful lunches
* Impactful 15 minute meetings
* Office presentations
* Teaching a seminar
* In person meeting, working on a deal or project together
* Maintain 30-50 listings
* RE Partner = less stress + more income +more green time!
* Resolve file issues quickly by asking someone who knows the answer
* Follow your time schedule 80% of the time
* Do a professional presentation every time
* Work on red time as fast as you can (like you do the day before vacation)

**Operational Keys**

* Power hour: 10 out bound sales calls every day
* In person meetings = sell 70% of the time
* 15 impactful meetings per week
* Ask a ton of questions until you know exactly what the client wants
* Focus on sales first every single day

**Sales Keys**

* Builders/Sales agents
* Past Clients
* Banks/Credit Unions
* Large employers/organizations
* Successful business people
* Anyone who has a large "need for a RE Agent”
* Title reps

**Great Targets**

**Referral App. Include:**

**My Dashboard**

/

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Created: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Perfect Sales System**

“We become great by creating habits of execution”