

Monday Morning Agenda

Name _____ Week of _____

FOCUS ON ACCOMPLISHMENTS AND GOALS

- Read mastery
- Review business plan
- Review yearly goals
- Review monthly goals
- Review weekly goals
- Review notes from last Monday morning meeting with self

WEEK IN REVIEW AND PLAN FOR COMING WEEK

Last week did I run my business like a business?

How? _____

How not? _____

How can I improve this week?

My AHAs for this week:

Monday Morning Agenda

Who did I have a "real estate review" with last week?

Name: _____ Mailed In person

Highlights: _____

Name: _____ Mailed In person

Highlights: _____

Who is scheduled for a real estate review this week? Listing appointments do not count.

Name: _____ Phone: _____

Address: _____

Price range: _____

Style/square feet: _____

Name: _____ Phone: _____

Address: _____

Price range: _____

Style/square feet: _____

How were my lunches last week? Could have been coffee, breakfast, lunch or dinner. One to two couples maximum.

Name: _____

Highlights: _____

Name: _____

Highlights: _____

Monday Morning Agenda

Who is scheduled for breakfast/lunch/coffee this week? Birthdays, wedding anniversaries, and anniversaries of home purchases are all great reasons for lunch.

Name: _____ Phone: _____

Company: _____ Reason: _____

Address: _____

Name: _____ Phone: _____

Company: _____ Reason: _____

Address: _____

Did I make my 50 FORD contacts last week? Yes No

How many did I make? _____

How many new contacts did I add to my database last week? _____

Did I start them on an 8-in-8? Yes No

Did I write at least ten personal notes last week? Yes No

Who am I planning to write notes to this week?

Name: _____ Reason: _____

Name: _____ Reason: _____

Name: _____ Reason: _____

Name: _____ Reason: _____

Name: _____ Reason: _____

Name: _____ Reason: _____

Name: _____ Reason: _____

Name: _____ Reason: _____

Name: _____ Reason: _____

Name: _____ Reason: _____

Monday Morning Agenda

Who is a new potential seller from last week?

Name: _____ Phone: _____

Price range: _____ Address: _____

Source: _____ Style/square feet: _____

Name: _____ Phone: _____

Price range: _____ Address: _____

Source: _____ Style/square feet: _____

Name: _____ Phone: _____

Price range: _____ Address: _____

Source: _____ Style/square feet: _____

Name: _____ Phone: _____

Price range: _____ Address: _____

Source: _____ Style/square feet: _____

Name: _____ Phone: _____

Price range: _____ Address: _____

Source: _____ Style/square feet: _____

Monday Morning Agenda

Who is a new potential buyer from last week?

Name: _____ Phone: _____

Price range: _____ Address: _____

Source: _____ Style/square feet: _____

Name: _____ Phone: _____

Price range: _____ Address: _____

Source: _____ Style/square feet: _____

Name: _____ Phone: _____

Price range: _____ Address: _____

Source: _____ Style/square feet: _____

Name: _____ Phone: _____

Price range: _____ Address: _____

Source: _____ Style/square feet: _____

Name: _____ Phone: _____

Price range: _____ Address: _____

Source: _____ Style/square feet: _____

Monday Morning Agenda

How many offers did I write last week? _____

How many contracts did I get mutual acceptance on last week? _____

How many deals closed last week? _____

How many new listings did I take last week? _____

Did I call every seller under contract last week? Yes No

In escrow or pending:

- | | |
|----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |

Did I call every buyer under contract last week? Yes No

In escrow or pending:

- | | |
|----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |

Which buyers and sellers not yet under contract need to be called this week? Yes No

If you already have a hot and warm list, then don't worry about noting names below:

- | | |
|----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |

