

TIM'S DAILY CHECKLIST

DATE:

- EXERCISE**
This will keep your mind right and the blood flowing. Make sure to take vitamins and drink water as well.
- TEXT 2 COI/SOI AND OR PAST CLIENTS.**
This will help to keep me relevant and counts as a touch.
- LISTEN TO 20 MINUTES OF A REAL ESTATE PODCAST.**
This will help inspire creativity and new ideas.
- ORGANIZE LEADS.**
This will help with efficiency and to keep the momentum going.
- PUT A PROPERTY ON FB MARKET PLACE/ CRAIGS LIST**
This will help drive new leads and conversations for contacts.
- MAKE A MINIMUM OF 20-30 NEW OUTBOUND CONTACTS.**
This is what will help me to ultimately reach my goals.
- POST A PROPERTY ON FB.**
Send a direct message to anyone that likes or shares the post.
- CALL ATLEAT 5 FSBOS.**
This will help drive more business.
- TEXT 20 OLD BUYER/SELLER LEADS.**
This will help bring new opportunities from old leads.
- ADD 5 PROSPECTS TO A MARKET REPORT,CRM OR LISTING ANNOUNCEMENT.**
- ADD ATLEAST 10 EMAILS TO MY CRM EVERYDAY.**
This will help grow my database and create new business in the future.

Tim's Weekly Checklist

DATE:

- SCHEDULE AN OPENHOUSE**
Make sure to make geo calls around the Open House.
- CALL 10 RBOS**
I can call 2 of these each day or 10 all in one day to reach this goal. Calls meaning contacts not dials.
- WRITE 5 HANDWRITTEN TO COI/SOI AND PAST CLIENTS.**
Thank you cards, etc.
- CREATE TWO VIDEOS.**
Post to IG, FB, & YouTube.
- SPEND A MINIMUM OF 30 MINUTES THINKING ABOUT MY BUSINESS**
HOW I CAN TAKE MORE LISTINGS, HOW TO BECOME MORE EFFICIENT, CUT EXPENSES, ETC.
- WORK ON LISTING PRESENTATION**
Spend at least 30 minutes tweaking the presentation to be more effective.
- TRACK NUMBERS.**
Listings taken, pendings, closings, conversations, appointments
- TRACK PROFITS AND LOSSES**
Take at least 30-60minutes to look over what I'm profiting from commissions VS. expenses.
- CHECK OVER BANKSTATEMENTS AND ACCOUNTS**
Make sure all expenses coming out are accurate and that I'm not over paying or being charged for any unknown services.
- CHECK ON ALL LISTINGS, PENDINGS, & COMING SOONS.**
This includes all systems, including skyslope, pre-close, and Bright MLS.