

GOALS vs PRIORITIES

Date: _____

Happiness

Family

Love Life

Spiritual

Friends

Self

Work

Money

Weekly Schedule

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM							

BUSINESS PLAN FLOWCHART

DATE _____

MARKETING
 How Do We Get Our Business
 To Generate _____ Leads per month which
 results in _____ closed transactions per month

<u>Advertising</u>	<u>Business People</u>	<u>Database</u>

_____ Leads	_____ Leads	_____ Leads
_____ Appts	_____ Appts	_____ Appts
_____ Closed Transactions	_____ Closed Transactions	_____ Closed Transactions

OPERATIONS
 How Do We Take Care of Our Business

<u>Team Leader</u>	<u>Buyers Specialist</u>	<u>Team Manager</u>

FINANCE
 Our Results!

Gross Commission
 Income for _____
 \$ _____

Closed Goals
 _____ Total for Year
 _____ Total for Month

Monthly Goals
 _____ Listings Taken
 _____ Buyer Appointments
 _____ New Escrows

Financial Summary

Secret To Success

GOLD TRACKER

MONTH: _____ YEAR: _____ AGENT: _____

Close	Contracts	Appt	*	NAME	Source	RESULT OF CALL	PHONE# / E-MAIL	#CALLS
			1					
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10					
			11					
			12					
			13					
			14					
			15					
			16					
			17					
			18					
			19					
			20					

Total											Total
	CCR	PCR	PC	PF	AD	AD	BUS	A/R	Misc	Month	
											Total written transactions
GOAL											Transactions ____ div. by
L											Leads ____ equals
T											Closing Percentage ____

L = Leads T = Transactions

