

NAME: \_\_\_\_\_

# Business Development Activities

WEEK: \_\_\_\_ OF 12 ( \_\_\_/\_\_\_/\_\_\_ )

### ▷ PERSONAL NOTES: (TWO PER DAY)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____

### ▶ ACTION ITEMS:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

### ▶ HOT LIST: (READY TO BUY/SELL NOW)

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

### ▶ WARM LIST: (READY TO BUY/SELL - 3 MONTHS)

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

### ▷ FACE TO FACE MEETINGS: (ONE PER DAY)

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

### ▶ ADDED TO DATABASE:

	SEASONAL CRM	PROPERTY TRACKER*	MARKETINSIGHTS™	JLS HOUSING UPDATE	JLS LUXURY UPDATE
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### ▶ SOCIAL EVENT/ ACTIVITIES:

<input type="checkbox"/>	_____
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### ▶ INTERNET:

<input type="checkbox"/>	UPDATE FB (WITH POST)
<input type="checkbox"/>	UPDATE ZILLOW
<input type="checkbox"/>	UPDATE REALTOR.COM
<input type="checkbox"/>	UPDATE YELP (GET REVIEW)
<input type="checkbox"/>	UPDATE GOOGLE BUSINESS PAGE
<input type="checkbox"/>	UPDATE LINKEDIN

### ▶ BUYER CONSULTATIONS:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

### ▶ SELLER/LISTING PRESENTATIONS:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

### ▶ THINGS I LEARNED THIS WEEK:

_____
_____
_____
_____

### ▷ CALLS TO SPHERE: (FIVE PER DAY)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### ▶ POSITIVE MINDSET: (READ, LISTEN, EXPERIENCE)

<input type="checkbox"/>	GO GIVER
<input type="checkbox"/>	COMPOUND EFFECT
<input type="checkbox"/>	PODCAST - TED TALK HAPPINESS
<input type="checkbox"/>	SPEAKING THE LANGUAGE OF MIRACLES
<input type="checkbox"/>	OTHER _____

### ▷ MARKETINSIGHTS™: (CURRENT CLIENTS)

_____
_____
_____
_____
_____
_____

TALK TO CLIENT	<input type="checkbox"/>
SET UP CLIENT	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

### ▶ OPEN HOUSES: (SELLER LISTING LAUNCH\*)

_____
_____
_____

### ▶ ANNUAL HOME VALUATION UPDATE: (2x WEEK)

	MAILED	IN PERSON	EMAILED
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>