

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:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

▶ HOT LIST: (READY TO BUY/SELL NOW)

- _____
- _____
- _____
- _____
- _____
- _____

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

- _____
- _____
- _____
- _____
- _____

▷ FACE TO FACE MEETINGS: (ONE PER DAY)

- _____
- _____
- _____
- _____
- _____
- _____

▶ 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"/>

▶ SOCIAL EVENT/ ACTIVITIES:

- _____

▶ INTERNET:

- UPDATE FB (WITH POST)
- UPDATE ZILLOW
- UPDATE REALTOR.COM
- UPDATE YELP (GET REVIEW)
- UPDATE GOOGLE BUSINESS PAGE
- UPDATE LINKEDIN

▶ BUYER CONSULTATIONS:

- _____
- _____

▶ SELLER/LISTING PRESENTATIONS:

- _____
- _____

▶ 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)

- GO GIVER
- COMPOUND EFFECT
- PODCAST - TED TALK HAPPINESS
- SPEAKING THE LANGUAGE OF MIRACLES
- OTHER _____

▷ MARKETINSIGHTS™: (CURRENT CLIENTS)

- _____
- _____
- _____
- _____
- _____
- _____

TALK TO CLIENT	SET UP CLIENT
<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"/>

▶ 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"/>