

Monday Morning Agenda

Name: _____

Date: _____

Time Start: _____

Time Finished: _____

- 1. Read Mastery.
- 2. Review Business Plan for 2007 and Weekly Routine for 2007.
- 3. Review Yearly Goals.
- 4. Review Monthly Goals.
- 5. Review Weekly Goals.
- 6. Review notes from last meeting with self.

7. Last week, did I run my business like a business?

How? _____

How Not? _____

8. How can I improve this week? _____

9. Who did I have a "Real Estate Review" with this past week?

Name: _____ Highlights: _____

Name: _____ Highlights: _____

10. Who is scheduled for a "Real Estate Review" this week?

Name: _____ Phone: _____

Address: _____ Price Range: _____

Style/SQFT: _____

Name: _____ Phone: _____

Address: _____ Price Range: _____

Style/SQFT: _____

11. How were last week's lunches?

Highlights: _____



Monday Morning Agenda

12. Who is scheduled for lunch this week? (remember birtdays, etc)

Name: _____	Phone: _____
Address: _____	Company: _____
_____	Reason: _____
Name: _____	Phone: _____
Address: _____	Company: _____
_____	Reason: _____

13. Did I make my 50 FORD Contacts? In person or over the phone. (remember Birthdays, Anniversaries)

Name:	Name:
1 _____	31 _____
2 _____	32 _____
3 _____	33 _____
4 _____	34 _____
5 _____	35 _____
6 _____	36 _____
7 _____	37 _____
8 _____	38 _____
9 _____	39 _____
10 _____	40 _____
11 _____	41 _____
12 _____	42 _____
13 _____	43 _____
14 _____	44 _____
15 _____	45 _____
16 _____	46 _____
17 _____	47 _____
18 _____	48 _____
19 _____	49 _____
20 _____	50 _____
21 _____	_____
22 _____	_____
23 _____	_____
24 _____	_____
25 _____	_____
26 _____	_____
27 _____	_____
28 _____	_____
29 _____	_____
30 _____	_____



Monday Morning Agenda

14. Did I write at least 10 personal notes? Yes _____ No _____

Notes for this week:

Name: _____	Phone: _____
Address: _____	Highlights: __Thank you for lunch __
_____	_____

Name: _____	Phone: _____
Address: _____	Highlights: __Thank you for lunch __
_____	_____

Name: _____	Phone: _____
Address: _____	Highlights: _____
_____	_____

Name: _____	Phone: _____
Address: _____	Highlights: _____
_____	_____

Name: _____	Phone: _____
Address: _____	Highlights: _____
_____	_____

Name: _____	Phone: _____
Address: _____	Highlights: _____
_____	_____

Name: _____	Phone: _____
Address: _____	Highlights: _____
_____	_____

Name: _____	Phone: _____
Address: _____	Highlights: _____
_____	_____

Name: _____	Phone: _____
Address: _____	Highlights: _____
_____	_____

Name: _____	Phone: _____
Address: _____	Highlights: _____
_____	_____



Monday Morning Agenda

15. Who is a potential new Seller from last week:

Name: _____ **Phone:** _____
Address: _____ **Price Range:** _____
 _____ **Style/SQFT:** _____

Name: _____ **Phone:** _____
Address: _____ **Price Range:** _____
 _____ **Style/SQFT:** _____

Name: _____ **Phone:** _____
Address: _____ **Price Range:** _____
 _____ **Style/SQFT:** _____

Name: _____ **Phone:** _____
Address: _____ **Price Range:** _____
 _____ **Style/SQFT:** _____

16. Who is a potential new Buyer from last week:

Name: _____ **Phone:** _____
Address: _____ **Price Range:** _____
 _____ **Style/SQFT:** _____

Name: _____ **Phone:** _____
Address: _____ **Price Range:** _____
 _____ **Style/SQFT:** _____

Name: _____ **Phone:** _____
Address: _____ **Price Range:** _____
 _____ **Style/SQFT:** _____

Name: _____ **Phone:** _____
Address: _____ **Price Range:** _____
 _____ **Style/SQFT:** _____



Monday Morning Agenda

17. Did I call every Seller who is under contract last week? ___ yes ___ no
Names of those I called:

1 _____	8 _____
2 _____	9 _____
3 _____	10 _____
4 _____	11 _____
5 _____	12 _____
6 _____	13 _____
7 _____	14 _____

18. Did I call every Buyer who is under contract last week? ___ yes ___ no
Names of those I called:

1 _____	8 _____
2 _____	9 _____
3 _____	10 _____
4 _____	11 _____
5 _____	12 _____
6 _____	13 _____
7 _____	14 _____

19. Buyers and Sellers under contract to be called this week?

1 _____	20 _____
2 _____	21 _____
3 _____	23 _____
4 _____	24 _____
5 _____	25 _____
6 _____	26 _____
7 _____	27 _____
8 _____	28 _____
9 _____	29 _____
10 _____	30 _____
11 _____	31 _____
12 _____	32 _____
13 _____	33 _____
14 _____	
15 _____	
16 _____	
17 _____	
18 _____	
19 _____	

