Activity List Sample

Here are some things you should consider as being part of your daily/weekly/monthly list:

- Check voicemail/emails
- Prioritize your day
- Do dollar productive things first
- What can I do to get another lead
- Make ____ phone calls each day to past clients, friends, family, etc.
- Hand write ____ thank you/acknowledgment cards per day
- Do one random act of kindness daily
- Practice scripts with other team members
- Attend weekly meetings
- Tour homes on Thursdays (Buyer Specialists)
- Schedule in to volunteer once a month
- Schedule a week-end open house
- Make referral calls daily
- Ask for a referral during a transaction
- Remember to note in Agent all calls/transactions/thank-yous
- Wear my name tag
- Try to get buyers to come in for counseling sessions
- Meet with someone: get belly-to-belly this week
- Practice my 8-second elevator script
- Practice scripts explaining the buyer/broker agreements
- Practice being better at asking
- Develop a list of 250 people I can call
- Check Paragon daily for new listings
- See all of our listings
- Put "big rocks" in my schedule to do first
- Identify and complete winter projects (monthly)
- Eliminate distractions; stay on task
- Be where you are
- Listing Partners: have more market data absorption info on us vs. other agents
- What do I need to get done this week/month (e.g., schedule volunteer, review to see is my list is accomplished, what do I need to change?)