

Create Top 10 Systems for 50 Sales - Login Top Pro Group - Create a New System for 5 Sales - Check as completed

Buyer Appointment “CITO” Come Into The Office Systems

u1. Buyer Agency Disclosure Appointment	u2. Open House Neighborhood Preparation
u3. Lead Provider Method Chosen	u4. Buyers Package of Helpful Information
u5. Mortgage / Short sale / Foreclosure Resource Chosen	u6. Come Into The Office Script - CITO
u7. Enter in Automated Buyer Drip Email System	u8. Exclusive Buyer Loyalty Forms & Scripts
u9. Create Buyer Value Offers Website/Web Form Offers	u10. Drive Traffic to Marketing Offers & Web Lead Form

Top Pro Training Matching Quick Search: u1 - u10 % of Bus Now _____ % Goal _____

Center of Influence / Sphere of Influence Systems

s1. Send Social Media Notes & Plan Calls	s2. Email 12 Mo Holiday / Birthday Plan / Things to Do
s3. Face 2 Face / Pop-ins / Parties / Events	s4. Set up in MLS, Lowes, Annual Free CMA etc
s5. Plan Handwritten notes / newsletters	s6. Proof of Success – Send JL/JS – Mo Newsletter
s7. Create a 30 or 33 touch plan / postcards / statistics	s8. 8 x 8 Postcards, 1 Per Month, 4 Months Flyers, items of value
s9. Schedule Top 50 Calls / F 2 F /Event Invites / 12 Mailings	s10. Drive Traffic to Marketing Offers Web Forms, Facebook

Top Pro Training Matching Quick Search: s1 - s10 % of Bus Now _____ % Goal _____

Contact Management Systems

c1. Set up categories/tags/contact types/in database	c2. Import Contacts & Farm into Contact Management System
c3. Create a 60 day Custom Buyer Drip	c4. Import Buyers and Apply Action Plan Automation
c5. Plan Mail Top 50 advocates / Top 200 Supporters & Farm	c6. Write or Plan email/follow up with Calls to Action - VA
c7. Schedule monthly Face 2 Face meetings and Calls to Top 50	c8. Set Up Action Plans and First Action Automated
c9. Practice Buffini, DeLuca &/ FORD scripts / two questions	c10. Add Lead Capture Form To Website Auto Buyer & Seller Drip

Top Pro Training Matching Quick Search: c1 - c10 % of Bus Now _____ % Goal _____

Expired Listing Systems

e1. Automated Phone #s System in Place	e2. Housing Statistics / Graphs / Flyers Ready
e3. Phone lookup / call set up / Assistant in place	e4. Prelisting Packages Made up
e5. Calls and Scripts Practiced and Ready	e6. Postcards / Letters / Flyers Ordered
e7. Face to Face messages Planned	e8. Handouts / Offers Created
e9. 17 Touch Follow up System in Place	e10. Listing Presentation Planned and Practiced

Top Pro Training Matching Quick Search: e1 - e10 % of Bus Now _____ % Goal _____

Farm / Neighborhood Follow - Up System

n1. Map Search MLS neighborhoods Currently Selling	n2. Mail 8 X 8 "Call to Action" Postcards 1 each 8 weeks
n3. Choose a Farm of About 300 Homes to Start	n4. Practice Your JL / JS Scripts and Call Neighborhood
n5. Export to CSV titled "Leads Farm"	n6. Invite to Farm to Open Houses / Events / Website
n7. Import to Database /Automated email CRM	n8. Add Them to Your Video email or Email Mo Touch
n9. Meet F2F with Flyer and Collect Contact Information	n10. Mail, Call, Email, F 2 F Drop off Flyers - Invitations

Top Pro Training Matching Quick Search: n1 - n10

% of Bus Now _____ % Goal _____

FSBO Systems

f1. Automated phone #s / FSBO sites / Craigslist	f2. FSBO First Aid Kit Always in Car for Door Knocking
f3. Phone lookup / call set up / time blocked	f4. 17 touch follow up system
f5. Face to face message planned	f6. Letters Created
f7. Calls and scripts ready	f8. CMA or Top Pro Stats Price
f9. Postcards made	f10. Referral Form

Top Pro Training Matching Quick Search: f1 - f10

% of Bus Now _____ % Goal _____

Organic Lead Capture Marketing Systems

o1. Websites/ craigslist / postings / youtube videos	o2. Keywords Chosen Google Places
o3. Search engine optimization for speed/SEO directories	o4. Social Media Sites with Links to Your Website
o5. Squeeze / opt in landing pages / Videos	o6. Facebook Fan Pages
o7. Your eBooks/ Newsletter with lead capture web form	o8. Online Directories - Google Places
o9. Auto-responders with automated activities / email drip	o10. WordPress / Blog / SEO

Top Pro Training Matching Quick Search: o1 - o10

% of Bus Now _____ % Goal _____

Mindset & Goals

m1. Discover your soul/core values	m2. Enter Values in a Mission Statement
m3. Create a Unique Selling Proposition	m4. Create a Vision of a Top Pro Role Model
m5. Take a Top Producer to Lunch	m6. Post Your Goals on a Dream Board
m7. Apply Training and Coaching Business Builders	m8. Complete Perfect Calendar & Balance Exercises
m9. Visit Mastermind Forums and Discussions	m10. Create a Wealth Follows Order Value Mindset

Top Pro Training Matching Quick Search: m1 - m10

% of Bus Now _____ % Goal _____

Business Building Plans

b1. Fill in Your Annual Goal Setting Bus Plan	b2. Use Your Daily Business Plan
b3. Find # of Contacts Needed in Success Plan	b4. Create Your Weekly Business Plan
b5. Record & Track Your numbers	b6. Print Out Your Daily To Do List
b7. Daily Activity Sheet	b8. Plan Perfect Week
b9. Fill Out Daily Activities Outsourcing Plan	b10. Sync Calendars in Mail to Phone + Database

Top Pro Training Matching Quick Search: b1 - b1

% of Bus Now _____ % Goal _____

Technology & Outsourcing Systems

t1. Mobile Websites	t2. Virtual Assistants + In House Assistants
t3. Tech Tools	t4. Hiring Great Help
t5. Social Media Tools	t6. Contact Mgmt Tools
t7. SEO directories	t8. Do It For Me Partners
t9. Photos / videos / blogging tools	t10. Lead Capture Tools

Top Pro Training Matching Quick Search: t1 - t10

% of Bus Now _____ % Goal _____

Best Real Estate Business Plan – The Basic Business Plan

Step by Step Instructions

- Step 1 Open the Best Business Plan in PDF or Google Doc Format
- Step 2 Download and Print the Best Basic Business Plan or the Advanced Business Plan.
- Step 3 Place a check next to your completed items.
- Step 4 Select an unchecked item in the box with the most checks.
- Step 5 Enter the matching category letter & # in the quick search.
- Step 6 Find additional ideas in sidebar categories or drop downs.
- Step 7 Complete one entire top pro system and repeat the process!