Ninja Weekly Routine

1. Schedule 1 hour weekly planning meeting with yourself at the beginning of week. (Sunday Night or Monday Morning works best)
2. Schedule time to exercise each day.
3. Get to the office and start work day at a set time each day.
4. Schedule 2 "Real Estate Reviews" (unsolicited CMAs) for each week.
5. Schedule 2 hours for "Customer Service calls" – call all sellers, under-contract buyers, active buyers,and closed customers (once a month for 1 year). Use 5 step calling process. **Recommendation: schedule this time to be in the morning.**
6. Schedule 2 "**Hours of Power**" – Sphere, birthdays, anniversaries, 8 in 8, etc. Use 5-step calling process.
7. Send 10 notes - thank you, congratulations, thinking of you, etc.
8. Schedule 2 lunches/breakfasts/coffee this week with a prospective referral source.
9. Schedule 2 1-hour sessions this week for paperwork cleanup.
10. Visit with 50 people this week – ask F.O.R.D. questions and LISTEN for change (pain or pleasure).
11. Schedule 1 hour to review your customer list and compare with "**Change work sheet**" Make 5 calls.
12. Build your mailing list of people who know you to a minimum of 200. Send them something of value at least once a month
    Recommendation: Monthly Update
    a. It is not the people you know it's the people *they* know. Leverage your magic 50 with referrals.
    b. Review your 15 reasons "These People Probably Want to Buy or Sell Real Estate" each week in your planning meeting and list the people who meet the criteria. Make sure you are in "FLOW" with them.
    c. Listen! They should have the "time of possession".