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: _____
    _____
    _____

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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	_____		

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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:_____
_____ _____

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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: _____

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

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

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

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

19. Buyers and Sellers <u>under contract</u> to be called this week?

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

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