

Manager's Weekly Action Plan

Action Month Plan for Maximum RESULTS!

More Recruits, More Listings, More Sales!

Manager: _____ Date: _____

Sales Activity	Goal	Actual	Notes
Recruiting			
# Calls per day/week			
# of Calls to Sphere			
# of Co-broke Calls to Make On Tour			
# of Open Houses/Broker Opens to Visit			
# of eMails sent per week – Sphere			
# of eMails sent per week – Co-broke			
# of Thank You Notes			
# of Micro Target Farm Postcards to Mail			
# of follow up calls to Micro Target Area			
# of Career Seminars			
# of New Licensee Leads in Pipeline			
# of Co-broke Leads in Pipeline			
# of New Licensee Recruiting Appointments/week			
# of Co-broke Recruiting Appointments/week			
# of New Licensees Signed On			
# of New Co-brokers Transferred			
Drive Listings & Sales			
# of FSBOs Contacted			
# of Expireds Contacted			
# of Listing Appointments			
# of Referrals Generated for My Office			
# of Offer Negotiations			
# of Letters Mailed to Sellers to Improve Price/Condition			

New tools to implement/improve this Month to help me grow	Date Due:
1.	
2.	
3.	
4.	