

## WEEKLY PLANNING

Intentionally Plan Your Week Before it Begins.

1.) "How will I ACTIVELY stay IN FLOW with my SPHERE, as well as meet NEW PEOPLE this week?"

\_\_\_\_\_

\_\_\_\_\_

*Consider coffee, lunch, happy hour, dinner, door knocking, open houses, community involvement, leads groups, socializing, service & volunteer work, hobbies/interests, political involvement, etc.*

2.) "How will I PASSIVELY stay CONNECTED with my SPHERE and PROSPECTS this week?"

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\_\_\_\_\_

*Reference my Marketing Plan or consider sending Postcards, eCards, Email Blast, Stats Piece, Newsletters, Magazines, Social Media Sites, Website, Blog etc.*

3.) "What PROJECTS am I working on this week to POLISH my SYSTEMS and POSITION MYSELF more effectively?"

\_\_\_\_\_

\_\_\_\_\_

*Consider creating or updating marketing campaigns, making presentation improvements, streamlining systems, strategic annual or quarterly planning, etc.*

### WEEKLY ACTIVITY RECAP: (FROM SIDE TWO)

- \_\_\_\_\_ Calls
- \_\_\_\_\_ Handwritten Notes
- \_\_\_\_\_ RE Reviews Presented
- \_\_\_\_\_ Face-to-Face Flow (Individuals & Groups)
- \_\_\_\_\_ Buyer Interviews/Listing Presentations

- Update my White Board
- Update my Database & Home Buyer Search
- Start building my C.O.R.E. Plan for next week

## PRIORITIZE & TIME BLOCK YOUR TASK LIST

### PRIORITIZE

### Time Block

**FIRE** "STOP what you're doing and do this instead."

**A** ABSOLUTELY must do today.

**B** Do BEFORE end of week.

**C** COULD do by end of month

**PREP** Daily Prep

**HH** Happy Hour

**BIZ** Current Business

**COMP** Completions & Deliverables

**PRO** Project/Super Saturday

**PSNL** Personal Task

ABC:	Time Block:	✓ →	Task:



# PLANNING & RECORDING

For The Week Of: \_\_\_\_\_

RELATIONSHIPS are BUILT on NEXT STEPS!

<b>Meaningful Connections:</b> Leads, Referrals, Sphere (Reasons to Call: Consider Birthdays, Anniversaries, Invitations, Connections, Industry/Market Updates, Social Media Posts, FORD Calls)	Connection Completed	Added to White Board	Added to Database
1.			
2.			
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### Handwritten Notes:

1.	
2.	
3.	
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5.	
6.	
7.	
8.	
9.	
10.	

### Real Estate Reviews Presented:

1.	
2.	

### Face-to-Face Flow Appointments

(Individuals & Groups)

1.	
2.	
3.	
4.	
5.	

### Buyer Interviews/Listing Presentations:

1.	
2.	
3.	
4.	
5.	

### Referrals Received/New People Met:

1.	
2.	
3.	
4.	
5.	

	Annual Goals	MTD	YTD
<b>GCI</b>			
<b>Sides</b>			
<b>Listings</b>			
<b>Buyers</b>			
<b>Added to Sphere</b>			
<b>Added to Center Sphere</b>			