



Q_ REAL ESTATE AGENT 2_ BUSINESS PLANNING TOOL



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BUSINESS PLANNING
TOOL

If found, please return to

Q—
2—

NAME

PHONE

EMAIL

**LAST YEAR'S
 TOTALS**

The Big 3

BUSINESS

PERSONAL

FAMILIES SERVED (TRANSACTIONS CLOSED)

PRODUCTION

THOUGHTS / ADJUSTMENTS / CHANGES:

**GOALS
 FOR THIS YEAR**

The Big 3

BUSINESS

PERSONAL

FAMILIES SERVED (TRANSACTIONS CLOSED)

PRODUCTION



Q GOALS

The Big 3

BUSINESS

FAMILIES SERVED (UNITS CLOSED)

LOAN VOLUME FUNDED

PERSONAL

WEEKLY RESULTS GOALS



WEEKLY ACTIVITY COMMITMENTS



HABITS OF SUCCESS

ON-TIME _____ hours/week

SOCIAL _____ posts or hours/week

HW NOTES _____ /week

SLEEP _____ hours/night

EXERCISE _____

MORNING ROUTINE _____

EVENING ROUTINE _____

NEW HABIT _____

CRITICAL RELATIONSHIPS



Two columns of horizontal lines for listing ideas.

PROJECT

Three horizontal lines for project details.

Planned Completion Date

Grey rectangular box for completion date.

Steps

- 1.
2.
3.
4.
5.

Notes

Five horizontal lines for notes.

PROJECT

Three horizontal lines for project details.

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Steps

- 1.
2.
3.
4.
5.

Notes

Five horizontal lines for notes.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT./SUN.
5 am	5 am	5 am	5 am	5 am	5 am
6 am	6 am	6 am	6 am	6 am	6 am
7 am	7 am	7 am	7 am	7 am	7 am
8 am	8 am	8 am	8 am	8 am	8 am
9 am	9 am	9 am	9 am	9 am	9 am
10 am	10 am	10 am	10 am	10 am	10 am
11 am	11 am	11 am	11 am	11 am	11 am
NOON	NOON	NOON	NOON	NOON	NOON
1 pm	1 pm	1 pm	1 pm	1 pm	1 pm
2 pm	2 pm	2 pm	2 pm	2 pm	2 pm
3 pm	3 pm	3 pm	3 pm	3 pm	3 pm
4 pm	4 pm	4 pm	4 pm	4 pm	4 pm
5 pm	5 pm	5 pm	5 pm	5 pm	5 pm
6 pm	6 pm	6 pm	6 pm	6 pm	6 pm
7 pm	7 pm	7 pm	7 pm	7 pm	7 pm
8 pm	8 pm	8 pm	8 pm	8 pm	8 pm