

Monday Morning Agenda

NINJA 気 COACHING

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"What You Focus On Expands!"

Name: _____

Start Time: _____

Date: _____

Finish Time: _____

Focus on Accomplishments and Goals

- Read Mastery
- Review Business Plan
- Review Yearly Goals
- Review Monthly Goals
- Review Weekly Goals
- Review Notes from last Monday Morning Meeting with self.

Week In Review & Plan for Coming Week

Last week did I run my business like a business?

How? _____

How Not? _____

How can I improve this week?

My AHAs for this week...

Who did I have a "Real Estate Review" with last week?

1. Name: _____ Mailed In Person

Highlights... _____

2. Name: _____ Mailed In Person

Highlights... _____

Who is scheduled for a "Real Estate Review" this week? (Listing Appointments do not count.)

1. **Name:** _____ **Phone:** _____
Address: _____
Price Range: _____
Style/SqFt: _____

2. **Name:** _____ **Phone:** _____
Address: _____
Price Range: _____
Style/SqFt: _____

How were my lunches last week? *Enter highlights.*

(Could have been Coffee, Breakfast, Lunch or Dinner. 1-2 couples max)

1. **Name:** _____ **Highlights...** _____

2. **Name:** _____ **Highlights...** _____

Who is scheduled for a lunch this week?

(Birthdays, wedding anniversaries, and anniversaries of home purchases are all great reasons for lunch.)

1. **Name:** _____ **Phone Number** _____
Company: _____ **Reason for getting together:** _____
Address: _____

2. **Name:** _____ **Phone Number** _____
Company: _____ **Reason for getting together:** _____
Address: _____

Did I make my 50 FORD contacts last week? Yes No

How many did you make? _____

How many new contacts did you add to your database last week? _____

Did you start them on an 8x8? Yes No

Did I write at least 10 personal notes last week? Yes No

Who am I planning to write notes to this week?

1. Name _____ Reason: _____
2. Name _____ Reason: _____
3. Name _____ Reason: _____
4. Name _____ Reason: _____
5. Name _____ Reason: _____
6. Name _____ Reason: _____
7. Name _____ Reason: _____
8. Name _____ Reason: _____
9. Name _____ Reason: _____
10. Name _____ Reason: _____

Who is a new potential seller from last week?

1. Name: _____ Phone: _____
Price Range _____ Address: _____
Source: _____ Style/SqFt: _____
2. Name: _____ Phone: _____
Price Range _____ Address: _____
Source: _____ Style/SqFt: _____
3. Name: _____ Phone: _____
Price Range _____ Address: _____
Source: _____ Style/SqFt: _____
4. Name: _____ Phone: _____
Price Range _____ Address: _____
Source: _____ Style/SqFt: _____
5. Name: _____ Phone: _____
Price Range _____ Address: _____
Source: _____ Style/SqFt: _____

Who is a new potential buyer from last week?

- 1. **Name:** _____ Phone: _____
Price Range _____ Address: _____
Source: _____ Style/SqFt: _____

- 2. **Name:** _____ Phone: _____
Price Range _____ Address: _____
Source: _____ Style/SqFt: _____

- 3. **Name:** _____ Phone: _____
Price Range _____ Address: _____
Source: _____ Style/SqFt: _____

- 4. **Name:** _____ Phone: _____
Price Range _____ Address: _____
Source: _____ Style/SqFt: _____

- 5. **Name:** _____ Phone: _____
Price Range _____ Address: _____
Source: _____ Style/SqFt: _____

How many offers did you write last week? _____

How many contracts did you get mutual acceptance on last week? _____

How many deals closed last week? _____

How many listing appointments did you have last week? _____

How many new listings did you take last week? _____

Did I call every seller under contract last week? *(In escrow or pending)* Yes No

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Did I call every buyer under contract last week? *(In escrow or pending)* Yes No

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Buyers and sellers not yet under contract that need to be called this week? Yes No

(If you already keep a hot and warm sheet, don't worry about noting names below)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

