

Weekly Summary

Week of _____

Name _____

What are the 20% most IMPORTANT things I did last week that will yield 80% of the results?

I was “In-Flow” last week, ON PURPOSE, not accidentally, with people who know, like and trust me. (Referral sources, past clients, raving fans, etc.) (Ask FORD questions and listen for CHANGE – pain or pleasure)

I met my goals that will help my business thrive.

- Visit/contact 25 people this week yes _____ or no _____
- Face to Face Contacts: (Best type) _____
- Phone Calls: Happy Birthday, Happy Anniversary of Buying House/Marriage, Thinking of you, offer tickets to events, a call that added value _____
- Electronic Contacts: Email, Text, Social Media (only use if it's THEIR preferred way to stay in touch) _____
- Handwritten Notes: (Thank you, congratulations, article of interest, etc) _____
- Breakfast, Lunch, Dinner, Coffee: _____
- Number of New Leads: _____
- Sent Listings/Sales Information to: _____
- Showed Properties to Buyers: _____
- Wrote offers with: _____
- Finalized Contract with Buyer _____

Do you want to SURVIVE or THRIVE?



Weekly Summary, Page 2

- Met with sellers to list or review plans _____
- Presented offer to Seller _____
- Finalizes Contract with Seller _____
- Completed unsolicited CMA's YES _____ or NO _____
- Completed paper cleanup YES _____ or NO _____

With a goal to exercise each day, I exercised _____ times per week.

What went well this week, making you thrive?

Where did I get off track?

What did I Study?

Watched webinars? _____ Attended classes _____
Read? _____ Practiced scripts and dialogues? _____

How did I do this week on the one thing that I hadn't been doing on a regular basis that I knew would make a tremendous positive difference in my personal life?

How did I do this week on the one thing that I hadn't been doing on a regular basis that I knew would make a tremendous difference in my business?

I worked _____ hours this week.

Do you want to SURVIVE or THRIVE?

