

Use this checklist and calendar to map out and deliver outstanding sales meetings this month. Write meeting details, tasks, and deadlines on the calendar. Create a pro-active plan and delegate duties as needed.

Sales Meetings

- Set your meeting date(s)
- Create agendas for each meeting ([management](#) and [agent](#))
 - Select a Learning Sprint
 - [Create a Budget Like a Pro](#)
 - [Real Estate Riches](#)
 - [Exit Strategy](#)
 - [Visioning](#)
 - [Monthly Goal Setting](#)
 - [Guest Speaker](#)
 - Choose a [Spark Your Business](#) idea to share
 - National Sundae Day, November 11 (pop by)
 - Football Season (pop by)
 - Self-Care During the Holidays (mailing, email, pop by)
 - Happy New Year (mailing)
 - Identify other items to include on your agenda
 - Company Updates
 - Marketing Updates
 - Market Trends (local and [national](#))
 - Sales Contest
- Customize your meeting [PowerPoint](#) or [Google Slides](#) presentation
- [Promote](#) your meeting
- Prepare to deliver

Sun	Mon	Tue	Wed	Thu	Fri	Sat
"Diligence is the mother of good luck." <i>Benjamin Franklin</i>			1	2	3	4
5 Daylight Saving Time Ends	6	7 Election Day	8	9	10	11 Veterans Day
12	13	14	15	16	17	18
19	20	21	22	23 Thanksgiving Day	24 Native American Heritage Day	25
26	27	28	29	30		

A Look Ahead

December: Risk Management

In December, we help agents ensure personal safety, protect their professional reputations, and safeguard their clients' investments.