

June 2022

Joe and Sandy Smith



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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Sign Listing Agreement Get House key	4 Take home measurements
5 Gather additional documents	6 Set up Showing Instructions	7 Install Lockbox	8 Marketing Photographs Appt.	9 Virtual Tour Appt. Enter Listing into MLS	10 Yard Sign Installed	11 Create Listing Flyer
12 OPEN HOUSE 1-4 pm	13 Weekly Follow-up Call	14 Upload & Enhance Listing to 3 rd party websites	15	16	17	18
19	20 Weekly Follow-up Call	21 Advertise upcoming Open House	22	23 Just Listed postcards to be sent out	24	25
26 OPEN HOUSE 1-4 pm (if needed)	27 Weekly Follow-up Call	28	29	30		