



Use this checklist and calendar to map out and deliver outstanding meetings, workshops, and agent contests 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
 - [Monthly Goal Setting](#)
 - [There's an App for That](#)
 - [Cybersecurity](#)
 - [What's in the Box Game](#)
 - [Guest Speaker](#)
 - ☐ Choose a [Spark Your Business](#) idea to share
 - 8/27/22 National Just Because Day (pop by)
 - Your Referrals are my Special-TEA (pop by)
 - Rain or Shine I've Got Your Real Estate Needs Covered (pop by)
 - Value Exchange Marketing
 - ☐ Identify other items to include on your agenda
 - Contest announcement, update, or results
 - Company updates
 - Marketing updates
 - Market trends
- ☐ Customize your meeting [PowerPoint](#) presentation
- ☐ [Promote](#) your meeting
- ☐ Prepare to deliver

Workshop: Business Technology Mastermind

- ☐ Set your workshop date
- ☐ [Promote](#) your workshop
- ☐ Review [instructions](#) and prepare to deliver

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	<i>"The value of an idea lies in the using of it."</i> Thomas Edison		

3Q22 Agent Contest: Top 10

Refer to the [Top 10 Contest Instructions](#) for suggested tasks if you have not yet launched your contest or if you are ready to conclude.

Contest Updates

- ☐ Decorate meeting room
- ☐ Collect Activity Tracker sheets and update your scoreboard
- ☐ Recognize weekly and overall top point-earners
- ☐ Acknowledge exceptional point-eating achievements