



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
    - [Content Marketing Kickstart](#)
    - [FSBO Conversion Strategy](#)
    - [Become a Referral Magnet](#)
    - [What's in the Box? \(game\)](#)
    - [Monthly Goal Setting](#)
    - [Guest Speaker](#)
  - Choose a [Spark Your Business](#) idea to share
    - National Peanut Day, Sept. 13 (pop by)
    - National Neighbor Day, Sept. 28 (pop by)
    - National Coffee Day, Sept. 29 (pop by)
    - National VFW Day, Sept. 29 (community outreach)
  - Identify other items to include on your agenda
    - Company Updates
    - Marketing Updates
    - Market Trends
    - Sales Contest
- Customize your meeting [PowerPoint](#) or [Google Slides](#) presentation
- [Promote](#) your meeting
- Prepare to deliver

Sun	Mon	Tue	Wed	Thu	Fri	Sat
"Give them quality. That's the best kind of advertising." <i>Milton Hershey</i>					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

### A Look Ahead

#### October: Business Planning

In October, we help agents proactively plan for the future by assisting them to create a business plan, set SMART Goals, and identify growth opportunities.