

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
 - [Cold Call With Confidence](#)
 - [Attracting New Customers](#)
 - [Hold an Open House by Design, Not by Accident](#)
 - [Find Your Real Estate Niche](#)
 - [Monthly Goal Setting](#)
 - [Guest Speaker](#)
 - Choose a [Spark Your Business](#) idea to share
 - Open House Giveaways
 - National Peanut Butter Day, January 24th (pop by)
 - Super Bowl Sunday, February 11th (pop by)
 - Host a Blood Drive (Community Outreach)
 - CMA for Past Clients (mail or email)
 - Identify other items to include on your agenda
 - Company Updates
 - Marketing Updates
 - Real Estate Wants & Needs
 - 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
	1 New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15 MLK Day	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	<p>"Become the person who would attract the results you seek." <i>Jim Cathcart</i></p>		

A Look Ahead

February: Retaining Past Clients

In February, we help agents stay top-of-mind with past clients so they receive repeat and referral business. Learning sprint highlights include relationship building, exceeding expectations, and optimizing past client interactions.