

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
 - [Client Retention Strategies](#)
 - [Show Clients You Love Them](#)
 - [Mini-Mastermind: Past Client Communications Calendar](#)
 - [Exceed Your Client's Expectations](#)
 - [Monthly Goal Setting](#)
 - [Guest Speaker](#)
 - Choose a [Spark Your Business](#) idea to share
 - Thomas Edison's Birthday (pop by)
 - Valentine's Day (pop by)
 - National Banana Bread Day (pop by)
 - Absorption Rate Letter (mail)
 - Daylight Saving Time (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
"Do what you do so well that they will want to see it again and bring their friends." <i>Walt Disney</i>				1	2	3
4	5	6	7	8	9	10
11	12	13	14 Valentine's Day	15	16	17
18	19 Presidents' Day	20	21	22	23	24
25	26	27	28	29		

A Look Ahead

March: Prospecting

In March, we focus on effective prospecting methods that help your agents avoid income peaks and valleys and maintain a steady stream of customers.