

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
    - [Profitable Lead Generation](#)
    - [Find the Right Real Estate Niche](#)
    - [Mini-Mastermind: Value Exchange Marketing](#)
    - [Cultivating Success: Guide to Farming for Leads](#)
    - [Monthly Goal Setting](#)
    - [Guest Speaker](#)
  - Choose a [Spark Your Business](#) idea to share
    - National Lemonade Day (pop by)
    - Spring Newsletter (email or mail)
    - Real Estate Niche Announcement (email or mail)
    - International Tea Day (pop by)
    - Memorial Day Marketing
  - 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 <i>Easter Monday</i>	2	3	4	5	6
7	8	9	10	11	12	13
14	15 <i>Tax Day</i>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	"Today is always the most productive day of your week." <i>Mark Hunter</i>			

### A Look Ahead

#### May: Listings

May will focus on systems and techniques for effective listing management. Learning Sprints will help agents elevate their listing presentations, streamline tracking, and create processes for the entire listing lifecycle.