



Listings

Help agents develop practical systems for effective listing management and instilling seller confidence.

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
 - o [Leveraging Client Testimonials](#)
 - o [5 Ways to Impress Your Seller](#)
 - o [Agent Role-Play: Listing Presentation Objection Handling](#)
 - o [Listing Marketing Calendar: First 30 Days](#)
 - o [Monthly Goal Setting](#)
 - o [Guest Speaker](#)
 - Choose a *Spark Your Business* idea to share
 - o Ice Cream Gift Certificate (pop by)
 - o Neighborhood Market Reports (email or mail)
 - o Name Your Poison Day, June 8th (in person meeting)
 - o National Sunglasses Day, June 27 (pop by)
 - o Birthdays & Anniversaries (mail)
 - Identify other items to include on your agenda
 - o Company Updates
 - o Marketing Updates
 - o Real Estate Wants & Needs
 - o Market Trends (local and national)
 - o Sales Contest
- Customize your meeting [PowerPoint](#) or [Google Slides](#) presentation
- [Promote](#) your meeting
- Prepare to deliver

Sun	Mon	Tue	Wed	Thu	Fri	Sat
"You just can't beat the person who never gives up." <i>Babe Ruth</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	31	

A Look Ahead

June: Competitive Edge

In June, agents will learn innovative ideas for a distinct competitive advantage, including a role-playing exercise focused on buyer representation and strategies for leveraging NAR trend reports.