

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
 - [Leveraging Client Testimonials](#)
 - [5 Ways to Impress Your Seller](#)
 - [Agent Role-Play: Listing Presentation Objection Handling](#)
 - [Listing Marketing Calendar: First 30 Days](#)
 - [Monthly Goal Setting](#)
 - [Guest Speaker](#)
 - ☐ Choose a [Spark Your Business](#) idea to share
 - Ice Cream Gift Certificate (pop by)
 - Neighborhood Market Reports (email or mail)
 - Name Your Poison Day, June 8th (in person meeting)
 - National Sunglasses Day, June 27 (pop by)
 - Birthdays & Anniversaries (mail)
 - ☐ 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
“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 Mother’s Day	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Memorial Day	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.