

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 [7 Tips for Better Time Management](#)
    - o [Time Blocking for Social Media Management](#)
    - o [Maximize Your Pop Bys](#)
    - o [Find Freedom Through Systems](#)
    - o [Monthly Goal Setting](#)
    - o [Guest Speaker](#)
  - Choose a *Spark Your Business* idea to share
    - o National Watermelon Day, August 3rd (pop by)
    - o National Spoil Your Dog Day, August 10th (pop by)
    - o Summer Real Estate Trends Newsletter (mail or email)
    - o Summer Trends (social media)
    - o Virtual Neighborhood Tour (social media)
  - 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
	1	2	3	4 <i>Independence Day</i>	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	"The future depends on what you do today." <i>Mahatma Gandhi</i>		

### A Look Ahead

#### August: Tools

August will focus on tools for business growth. Learning Sprint topics will include AI in real estate, text messaging strategies, and a mastermind on industry innovations.