

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
 - [Gain the AI Advantage](#)
 - [Thumbs Up! Use Text Messages to Convert Leads](#)
 - [Agent Mastermind: Business Tools](#)
 - [Monthly Goal Setting](#)
 - [Guest Speaker](#)
 - Choose a [Spark Your Business](#) idea to share
 - National Beach Day, August 30th (pop by)
 - National Cheese Pizza Day, September 5th (pop by)
 - National Food Bank Day, September 1st (community outreach)
 - End of Summer Newsletter (mail or 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
"I never dreamed about success. I worked for it." <i>Estee Lauder</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

September: Marketing

In September, we will focus on refining marketing strategies. Agents will create effective FSBO conversion plans, explore innovative promotion methods, and participate in hands-on activities to master open-ended questions.