

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
 - [FSBO Conversion](#)
 - [What's in the Box?](#)
 - [Ink & Influence: Leverage Print Marketing](#)
 - [Monthly Goal Setting](#)
 - [Guest Speaker](#)
 - Choose a [Spark Your Business](#) idea to share
 - World Homeless Day, October 10th (community engagement)
 - National Apple Day, October 21st (pop by)
 - National Checklist Day, October 30th (mail)
 - Daylight Saving Time Ends, November 3 (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
1	2 Labor Day	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	<p>"Give them quality. That's the best kind of advertising." <i>Milton Hershey</i></p>				

A Look Ahead

October: Business Planning

In October, we help agents proactively plan for the future by assisting them to create a business plan, set SMART Goals, and identify growth opportunities.