

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
 - [The Art of Goal Setting](#)
 - Create Your Business Plan ([Part I](#), [Part II](#), [Part III](#))
 - [Monthly Goal Setting](#)
 - [Guest Speaker](#)
 - Choose a [Spark Your Business](#) idea to share
 - Veterans Day Donation Drive (community engagement)
 - Last Fall Newsletter (mail or email)
 - National Espresso Day, November 23rd (pop by)
 - Holiday Pie Giveaway (Client Appreciation Event)
 - Thanksgiving Greeting Cards (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
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Columbus Day Indigenous People's Day	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	31	31 Halloween		

A Look Ahead

November: Financial Strategies

In November, we help agents develop financial strategies that support success. Learning Sprints will focus on retirement planning, managing fluctuating commission income, and smart tax strategies to stay financially secure.