

# Sales Meeting Planning Calendar

Use this checklist and calendar to map out and deliver outstanding sales meetings each 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)
- Determine if you will use a ready-made [Click & Play Meeting](#) or if you will customize using the [Sales Meetings in Box](#) resources.
- Create agendas for each meeting ([management](#) and [agent](#))
  - Select your Learning Sprint video(s) and print any necessary handouts.
  - Choose a *Spark Your Business* idea(s) to share.
  - 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.

“Continuous learning is the minimum requirement for success in any field.”

*Brian Tracy*

Month:

Sun	Mon	Tue	Wed	Thu	Fri	Sat