



One Week Business Plan

Name: _____ Week of _____

	Goal	Actual
1. Number of days I'm going to work	_____	_____
2. Total hours of prospecting	_____	_____
3. Contact goal	_____	_____
4. Leads generated goal	_____	_____
5. Total listing presentations (Actual = appts went on)	_____	_____
6. Total listings taken	_____	_____
7. Total listings sold	_____	_____
8. Buyer controlled sales	_____	_____
9. Total price reductions	_____	_____
10. Number of role-play sessions	_____	_____
11. Other goals		
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____

Daily Tracking Form

From: _____ to: _____ Name: _____

CONTACTS	MON	TUES	WED	THUR	FRI	SAT	SUN
Center of Influence							
Expireds							
FSBOs							
Past clients							
Just listed/sold							
Sign calls							
Ad calls							

LEADS	MON	TUES	WED	THUR	FRI	SAT	SUN
Centers of influence							
Expireds							
FSBOs							
Past clients							
Just listed/sold							
Sign calls							
Ad calls							

TOTALS	MON	TUES	WED	THUR	FRI	SAT	SUN
Hours worked							
Hours prospected							
Contacts							
Contacts							
Leads generated							
Appointments set							
Listing appointments							
Listings taken							
Listings sold							
Buyers appointments							
Buyer sales made							
Price reductions							
Transaction fees							
Listings exp./cxl'd							
Listing inventory							
Income earned							