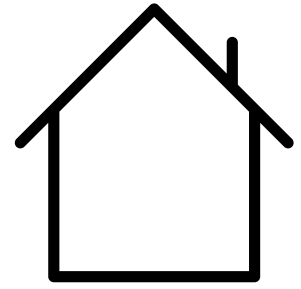


NEW REAL ESTATE AGENT CHECKLIST



1

PREPARATION

Take Licensing Course

Take Licensing Test

Interview Brokerages

Sign With a Brokerage

Make a First Year Budget

Study Your Local Contracts

Sign Up for MLS, Associations

2

SET GOALS

Write Down Your "Why"

First Year Goals

Write Process (Ideal Daily) Goals

Long Term Goals

Quick Business Plan

3

ACQUIRING CLIENTS

Write Down Sources for Leads

Choose a CRM System (For Leads & Follow Up)

Block Time Daily For Lead Generation

DO YOUR LEAD GENERATION TASKS DAILY

Build Online Profiles (non-prime Hours

FOLLOW UP CONSISTENTLY WITH LEADS

Close Your First Deal, Repeat

4

BUILD YOUR NETWORK

- Find 2-3 Mentor Agents
- Find a Lender Partner
- Find 2-3 Contractor Partners
- Find a Title Company Partner
- Network With Other Pros (non-prime hours)

5

GROWTH & TRAINING

- Read or Listen to Books (non-prime hours)
- Sign up for 1-2 Real Estate Conferences
- Preview Homes & Study Market (non-prime hours)
- End of Year 1 Review of Goals
- Plan for Year 2 (Goals, Spending, Leads, etc.)

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