

DAILY WORK PLAN

Day _____ Date _____ Daily contact goal _____

APPOINTMENT AND PROSPECTING TIMES

8:30 _____

9:00 _____

9:30 _____

10:00 _____

10:30 _____

11:00 _____

11:30 _____

12:00 _____

12:30 _____

1:00 _____

1:30 _____

2:00 _____

2:30 _____

3:00 _____

3:30 _____

4:00 _____

4:30 _____

5:00 _____

5:30 _____

6:00 _____

6:30 _____

7:00 _____

7:30 _____

8:00 _____

8:30 _____

9:00 _____

ACTION/CONTACTS

Farming _____

Listings/Previewed _____

F.S.B.O.'S _____

Previous Client - Follow ups _____

Open House Contacts _____

Properties Shown _____

Expired Listings _____

Telephone Prospecting _____

Sphere of Influence _____

PHONE CALLS TO MAKE

RESULTS

Listing Presentations _____

Listings Obtained _____

Offers Written & Presented _____

Sales Made/Escrows Open _____

5 THINGS I AM GRATEFUL FOR

-
-
-
-
-

5 THINGS I AM RELEASING TODAY

-
-
-
-
-

5 THINGS I WANT TO ATTRACT

-
-
-
-
-