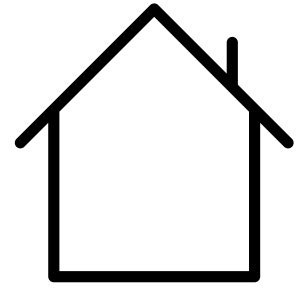


NEW REAL ESTATE AGENT CHECKLIST



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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