

NEW AGENT CHECKLIST

Business cards printed	<input type="checkbox"/>
Determine your income goal and required transactions	<input type="checkbox"/>
Meet with your manager to establish a business plan	<input type="checkbox"/>
Attend McGrath training	<input type="checkbox"/>
Join REEF	<input type="checkbox"/>
Assemble list of people you know and who know you	<input type="checkbox"/>
Enter names into a database for your Sphere of Influence List	<input type="checkbox"/>
Write and Send your introductory letter	<input type="checkbox"/>
Learn the McGrath listing presentation	<input type="checkbox"/>
Practice the McGrath listing presentation and have it evaluated	<input type="checkbox"/>
Accompany McGrath agents to opens and listing presentations to learn procedures	<input type="checkbox"/>
Role play key skills	<input type="checkbox"/>
Determine your prospecting plan	<input type="checkbox"/>
Plan your Ideal Week	<input type="checkbox"/>
Plan time off	<input type="checkbox"/>
Plan training time	<input type="checkbox"/>
Schedule open homes	<input type="checkbox"/>
Contact FSBO's (for sale by owners)	<input type="checkbox"/>
Contact expired listings	<input type="checkbox"/>
Contact and follow up everyone in your Sphere of Influence list	<input type="checkbox"/>
Follow up on all prospect leads	<input type="checkbox"/>
Work towards establishing your first seller and / or buyer appointments	<input type="checkbox"/>