



The 6 Foundational Corners Checklist

		Yes	No	Partial
1.	<u>Business Plan</u> I have a well defined business plan in place – down to specific daily goals, I also review my plan regularly.			
2.	<u>Time Management /Blocking</u> I time block my day, control time, clients and accomplish my tasks when I want to. I schedule appointments when I am available.			
3.	<u>Prospect Plan</u> I know my primary lead sources and have a plan to contact them on a regular basis. I prospect daily and make the number of contacts my business plan states to make each day.			
4.	<u>Database Lead Management</u> I manage my leads from the same CRM, log all my conversations and outreach attempts.			
5.	<u>Sales Process</u> I have a well defined sales process that I follow and know where I missed a step. I help my clients buy their way and my sales conversions are very high.			
6.	<u>Production Tracking</u> I know my: conversion ratios, listing days on market, sale pending numbers, average sales price/commission and how my YTD numbers stack up against my goals.			

The areas I answered no or partial are: _____

My game plan to improve is: _____
