



## MONTHLY ACTION PLAN

Each month your One-on-One Coach is going to suggest that you complete the “Monthly Action Plan” on the following page. As you can quickly see, this form is very simple, it allows you to set some very basic goals for a short period of time which are easier to achieve.

Remember, our job is to assist you in:

- A. Setting a goal and writing a simple business plan for the next six to twelve months
- B. Coaching/teaching you how to achieve your goals
- C. Monitoring you through 40 calls during the course of the year
- D. Holding you accountable to the goals and plans you’ve set

You will select your production goals based on a number of factors, ranging from last year’s production all the way to your personal financial needs. Once you’ve selected the production goals, the Monthly Action Plan becomes a very important part of your entire year. This simple plan is a great confidence builder, as well as a way to monitor and adjust your business activities. **COMPLETE IT AS YOUR TWO-ON-ONE COACH SUGGESTS AND FOLLOW IT EVERY DAY!**

You will also find in this workbook a “Month to Month Tracking Form”. We encourage you to use this form to track what you’ve actually accomplished for each month worked. **BEFORE YOU START USING THIS FORM ... MAKE A COPY FOR YOURSELF.** This will help identify your strengths and weaknesses that will allow us to set realistic goals for the following month.

Month: \_\_\_\_\_

Superstar: \_\_\_\_\_

	Daily	____ days/week	____ days/month
A. Days worked	_____	_____	_____
B. Hours prospected	_____	_____	_____
C. Contacts	_____	_____	_____
D. Leads generated	_____	_____	_____
E. Appointments set	_____	_____	_____
F. Listing appointments	_____	_____	_____
G. Listings taken	_____	_____	_____
H. Listings sold	_____	_____	_____
I. Buyer Appointments	_____	_____	_____
J. Buyer sales made	_____	_____	_____
K. Price Reductions	_____	_____	_____
L. Transaction Fees	_____	_____	_____
M. Listings exp/cxl'd.	_____	_____	_____
N. Listing inventory	_____	_____	_____
O. Income earned	_____	_____	_____
P. CD #	_____	_____	_____
CD #	_____	_____	_____
Q. Read business plan	_____	_____	_____

**Things I must do to insure that I achieve my goals!**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Create one affirmation for each time referenced above.**

**(To be written in the present tense: I have, I am, I enthusiastically, I now etc.)**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_