LMBS

IGNITE

SPARK 9:

A DAY IN THE LIFE OF AN AGENT



Notices

While Keller Williams Realty, Inc. (KWRI) has taken due care in the preparation of all course materials, we do not guarantee their accuracy now or in the future. KWRI makes no express or implied warranties with regard to the information and programs presented in the course, or in this manual, and reserves the right to make changes from time to time.

This manual and any course in which it is used may contain hypothetical exercises that are designed to help you understand how Keller Williams calculates profit sharing contributions and distributions under the MORE System, how Keller Williams determines agents' compensation under the Keller Williams Compensation System, and how other aspects of a Keller Williams Market Center's financial results are determined and evaluated. Any exercises are entirely hypothetical. They are not intended to enable you to determine how much money you are likely to make as a Keller Williams Licensee or to predict the amount or range of sales or profits your Market Center is likely to achieve. Keller Williams therefore cautions you not to assume that the results of the exercises bear any relation to the financial performance you can expect as a Keller Williams Licensee and not to consider or rely on the results of the exercises in deciding whether to invest in a Keller Williams Market Center.

Material excerpted from The Millionaire Real Estate Agent appears courtesy of The McGraw-Hill Companies. The Millionaire Real Estate Agent is copyright © 2003–2004 Rellek Publishing Partners, Ltd. All rights reserved.

Copyright Notice

All other materials are copyright ©2020 Keller Williams Realty, Inc., or its licensors. All rights reserved. No part of this publication and its associated materials may be reproduced or transmitted in any form or by any means without the prior permission of KWRI.

WARNING! Real estate agents who violate The Telephone Consumer Protection Act (TCPA) and the National Do Not Call Registry face potentially catastrophic legal damages. Do NOT use or leave artificial or prerecorded messages, and check the National Registry and your internal registry before you dial.

Table of Contents

Set Weekly and Daily Objectives	3
80/20 Principle	3
Daily Objectives	
Create Accountability	
Recap and Aha's	6



4-1-1 ACTION GOAL WORKSHEET

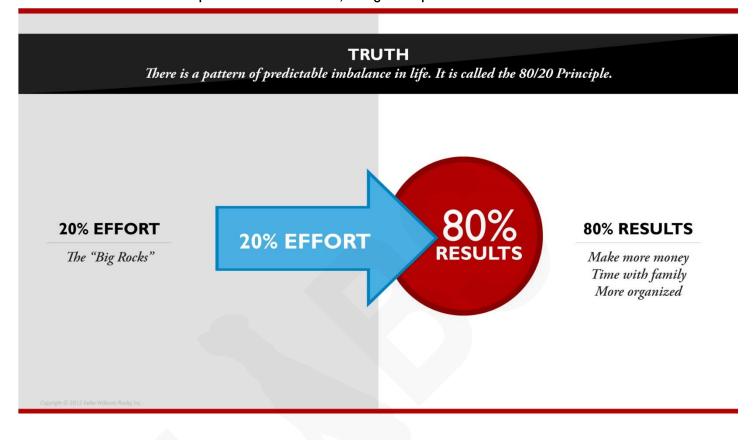
NNUAL GOALS	

WEEKLY GOALS

WEEK 1	WEEK 2	WEEK 3	WEEK 4
		-	

Set Weekly and Daily Objectives

When we focus on the 20 percent that matters, we get 80 percent of the results we want.



at are the "Big Ro	ocks" that make up	your 20 percen	t?	

Set Weekly and Daily Objectives

Write your daily objectives for each day next week below. What "Big Rocks" belong on each day? Make sure that you are asking yourself these guiding questions:

Identifiable: What is your goal?

Metric-Driven: How will you measure your progress?

Attainable: Do you have the correct systems and tools in place?

Purposeful: Is this goal in alignment with your 4-1-1? **Timely**: When will this goal need to be accomplished?

Monday	Tuesday	Wednesday	Thursday	Friday
E.g., Add 10 contacts to Command				

Time to add your "Big Rocks" to your calendar. Looking at your objectives above, put your "Big Rocks" in your calendar to reserve that time for your 20 percent. Some key tips to remember:

- Block the most important tasks first.
- Don't try to time block every minute of your day.
- Be careful not to confuse time blocking with indiscriminately filling your calendar.

Create Accountability

"Until you are willing to have someone hold you accountable, you can't hold others accountable" -Gary Keller

How often will you check in?		
How will you meet?		
What is the date, time, and location of	of your first accountability check in?	

Recap and Create Your Success List

Recap: Turn Aha's to Achievement

