

22 WEEKLY MEETING AGENDA

WHAT YOU FOCUS ON EXPANDS

 Click to clear form.

Name:

Date:

WORD OF THE YEAR

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GUIDING PRINCIPLES

Mission Statement, Core Values, Etc.

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QUARTERLY FOCUS

Major Projects, Goals, and Habits in Progress.

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CURRENT AFFIRMATION

On a scale of 1-10, how do I feel about the direction of my business?

NOT GOOD 1 2 3 4 5 6 7 8 9 10 GREAT

On a scale of 1-10, how well am I managing my time?

NOT GOOD 1 2 3 4 5 6 7 8 9 10 GREAT

On a scale of 1-10, how well am I implementing Ninja?

NOT GOOD 1 2 3 4 5 6 7 8 9 10 GREAT

Is there a specific Ninja system that needs attention? _____

When is my next scheduled getaway/vacation? _____

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氣 WEEK IN REVIEW

✓ Check the activities completed this last week.

- | | | |
|--|--|--|
| <input type="checkbox"/> Read Mastery. | <input type="checkbox"/> Review yearly goals. | <input type="checkbox"/> Review last week's meeting notes. |
| <input type="checkbox"/> Daily gratitudes. | <input type="checkbox"/> Review monthly goals. | <input type="checkbox"/> Review 2022 business plan. |
| <input type="checkbox"/> Daily affirmations. | <input type="checkbox"/> Review weekly goals. | <input type="checkbox"/> Review 2022 FLOW calendar. |

REASONS TO
CELEBRATE

HOW DID I RUN
MY BUSINESS LIKE
A BUSINESS?

MY A-HAS
LAST WEEK

Insights, sudden realizations,
"lightbulb" moments.

HOW CAN I IMPROVE
THIS WEEK?

BOOK/PODCAST I AM
READING/LISTENING TO

Note best idea, thought or quote.

THINGS KEEPING ME
AWAKE AT NIGHT

Note a 5-minute action to take
this week related to each item.

気 REAL ESTATE REVIEWS

REAL ESTATE REVIEWS COMPLETED LAST WEEK

Note name, follow up instructions, and any highlights or notes from appointment.

Name:

Follow Up Needed:

Notes:

Name:

Follow Up Needed:

Notes:

REAL ESTATE REVIEWS PLANNED THIS WEEK

Note name, address, and any notes for appointment or to help assistant

Name:

Address:

Notes:

Name:

Address:

Notes:

気 COFFEES / BREAKFASTS / LUNCHES

COFFEES / LUNCHES COMPLETED LAST WEEK

Note name, follow up instructions, and any highlights or notes.

Name:

Follow Up Needed:

Notes:

Name:

Follow Up Needed:

Notes:

COFFEES / LUNCHES PLANNED THIS WEEK

Note name, address, and any notes for appointment or to help assistant.

Name:

Reason to Get Together:

Notes:

Birthday Just Because

Support Celebration

Other: _____

Prep Needed:

Name:

Reason to Get Together:

Notes:

Birthday Just Because

Support Celebration

Other: _____

Prep Needed:

気 CONNECTING AND DATABASE

Note: A FORD contact is an engagement with someone in which you learn something about their family, occupation, recreation, or dreams.

DID I MAKE 50 FORD
CONTACTS LAST WEEK?

Yes No Total FORD Contacts:

Total new contacts added to database:

DID MAILINGS / EMAIL
MARKETING GO OUT?

Yes No If yes: Art Science

MAILINGS AND
MARKETING TO BE
PLANNED AND CREATED
THIS WEEK:

10 PERSONAL NOTES
LAST WEEK?

Yes No

WHO AM I PLANNING
ON WRITING NOTES
TO THIS WEEK?

Note names and reasons.
Goal = 10 each week

MASTERY TIP: Batch all 10 notes into a
scheduled time each week OR break
them into 2 a day and incorporate them
into a pre-established daily ritual such
as your morning coffee.

POTENTIAL NEW BUSINESS FROM LAST WEEK

POTENTIAL NEW SELLERS

Note names, address,
source of business,
price range and notes.

Name:

Address:

Notes:

Referral? Yes No
Repeat Client? Yes No

Name:

Address:

Notes:

Referral? Yes No
Repeat Client? Yes No

Name:

Address:

Notes:

Referral? Yes No
Repeat Client? Yes No

OTHERS:

POTENTIAL NEW BUYERS

Note names,
source of business,
price range and notes.

Name:

Price Range:

Notes:

Referral? Yes No
Repeat Client? Yes No

Name:

Price Range:

Notes:

Referral? Yes No
Repeat Client? Yes No

Name:

Price Range:

Notes:

Referral? Yes No
Repeat Client? Yes No

OTHERS:

NUMBERS TO KNOW

Offers written last week	
Contracts with mutual acceptance last week	
Deals currently "under contract"	
Deals closed last week	
Buyers' appointments last week	
Listing appointments last week	
New listings taken last week	

2022 GOALS

YEAR TO DATE

WHAT I TRACK

- Total Volume
- Total Transactions
- Net Commissions Income
- Gross Commissions Income

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Only complete the following section if your coach has you tracking your P-I-E time. Otherwise, ignore for now.

P-I-E TIME TRACKING

Tracked Last Week? Yes No

I/P Ratio

\$/per hour

MESSAGE TO COACH

Please list priorities for next coaching call along with any additional challenges, questions or successes to be discussed on next scheduled coaching call.

**** Should there be questions/situations that need feedback sooner, send a separate email.**

Save your Weekly Meeting Notes before emailing to your coach.

