DAYS 1-30 checklist



DAYS 1-14

PG. TASK 1 Activate FMLS & GAMLS Memberships 1 Pay NAMAR Dues 1 Sign-up and Complete FMLS & GAMLS online trainings 1 Take Professional Headshots and meet with Southeast Mortgage 1 Meet with Michelle Bellile 1 Join Facebook Groups 2 Create RE/MAX Center Voicemail 2 Complete Sphere of Influence List- Must have at least 50 Names 2 Send out Announcement Letters at the end of your 2 weeks 3 Order your SUPRA Key Watch Agreement Training Videos- Complete all practice and answer tutorial questions 3 Complete Office Orientation with your Office Manager			
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Add Weekly Meetings to Calendar | Add Instructions

DAYS 15-30

PG.	TASK	DONE
4	Complete appFiles Training for New Agents	
4	Write, Present, and Review 3 practice offers with Haley	
	Watch 4 Pillars Videos on New Agent Hub Needs	
5	Complete 4 Pillars with Lori	



